



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Licensing Committee

Monday, 19th June, 2023 at 10.00 am
Cowdray Room, Parkside, Chart Way, Horsham

Councillors: Richard Landeryou
Roger Noel
Jon Olson

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Election of Chairman for the meeting	
2. Apologies for absence	
3. Minutes	3 - 4
<i>To approve as correct the minutes of the meeting held on 23 May 2023. (Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
4. Declarations of Members' Interests	
<i>To receive any declarations of interest from Members of the Committee</i>	
5. Announcements	
<i>To receive any announcements from the Chairman of the Committee or the Chief Executive</i>	
6. Application for the Grant of a Premises Licence under Section 34 of the Licensing Act 2003	5 - 114
<i>To consider an application for the granting of a Premises Licence under Section 34 of the Licensing Act 2003, in respect of Ashfolds, Horsham Road, Rusper, West Sussex, RH12 4QX</i>	

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Licensing Committee
23 MAY 2023

Present: Councillors: Richard Landeryou, Roger Noel and Jon Olson

LI/27 **ELECTION OF CHAIRMAN FOR THE MEETING**

RESOLVED

That Councillor Jon Olson be elected Chairman for the meeting.

LI/28 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

LI/29 **ANNOUNCEMENTS**

The Principal Lawyer announced to the Committee that the Members had resolved to adjourn the hearing to a later date. With date to be agreed as soon as possible and all parties notified of the date, time and place to which the hearing has been adjourned.

The panel had reviewed the detailed report, however they felt that it was necessary for its consideration to have representations following the up to date, forthcoming Safety Action Group (SAG). More information and clarity was required, but not limited to, noise, parking, access, safety and public nuisance issues.

A future hearing date would be set as soon as possible after a Safety Action Group meeting had taken place and meeting outcomes met.

LI/30 **APPLICATION FOR THE GRANT OF A PREMISES LICENCE UNDER SECTION 34 OF THE LICENSING ACT 2003**

Adjourned for consideration at a future committee.

The meeting closed at 10.40 am having commenced at 10.19 am

CHAIRMAN

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Report to Licensing Sub Committee

Monday 19 June 2023

By the Chris Boyle, Licensing Officer

DECISION REQUIRED REPORT



**Horsham
District
Council**

Not Exempt

Application for the Grant of a Premises Licence under Section 34 of the Licensing Act 2003

Executive Summary

On the 06 April 2023 an application was submitted by Knight Training Limited on behalf of Harry W. A. Slade seeking a new premises licence located at Ashfolds, Horsham Road, Rusper, West Sussex, RH12 4QX for a music festival to be known as Eveywhre Festival 2023

The application seeks to allow the following licensable activities

Sale of Alcohol by Retail (On Sales) Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Late Night Refreshments Friday: 23:00 – 00:00, Saturday: 00:00 – 02:00 and 23:00 – 00:00, Sunday: 00:00 – 02:00

Live Music and Recorded Music Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Premises open to the public: Friday 16:00 – Closes Sunday 12:00

Recommendations

The Sub- Committee is recommended:

To determine the application for the grant of a new premises licence.

Reasons for Recommendations

The Sub-Committee is required to make a decision under the Licensing Act 2003

Background Papers

1. Premises Application
2. Plans
3. Event Management Plan (V2)
4. Representation from Sussex Police
5. Representation from Environmental Health
6. Representation from West Sussex Fire & Rescue Service
7. Representation from members of the public

Wards affected: Colgate and Rusper

Contact: Chris Boyle, Licensing Officer. Extension 5578

Background Information

1 Introduction and Background

- 1.1 For the Licensing Sub-Committee to determine the application for the grant of a new premises
- 1.2 At present Ashfolds, Horsham Road, Rusper, Horsham, RH12 4QX does not benefit from a premises licence and they are seeking to allow the following licensable activities
 - Sale of Alcohol by Retail (On Sales) Friday: 16:00 –02:00 and 12:00 –02:00
 - Late Night Refreshments Friday: 23:00 – 00:00, Saturday: 00:00 – 02:00 and 23:00 – 00:00, Sunday: 00:00 – 02:00
 - Live Music and Recorded Music Friday 1600 to 0000, Saturday 0000 to 0200 and 1200 to 0000 and Sunday 0000 to 0200
 - Premises open to the public: Friday 16:00 – Closes Sunday 12:00

2 Relevant Council policy

- 2.1 Statement of Alcohol Licensing Policy dated December 20018

3 Details

An open-air festival, set in rural private grounds with the main arena/licensed area set in 3.6 acre approx. It is proposed that the main arena will have an 8m stage sited at its northern perimeter to facilitate entertainment in the form of DJs/equipment playing House and Disco music. Adjacent to the main arena would be 2 car parking areas 1 acre approx., enabling parking for 250 vehicles. Bordering the southern aspect of the main arena would be a campsite area approx. 2.3 acre for the use of festival patrons over the proposed 3-day period of the festival.

Vehicle entry and exit from the site would be from Horsham Road through 2 security manned gateways to a controlled drop off point and car parks.

There will be 3 food trucks sited in the main arena and the festival will be age restricted to 21years of age and over

4 Next Steps

- 4.1 The Sub Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must be appropriate in order to promote the four licensing objectives

5 Outcome of Consultations

- 5.1 The application was advertised in a local newspaper on the 20 April 2023, the local newspaper has adequate coverage of the area the premises is located. Blue A4 Notices as required by the Licensing Act 2003 were displayed on site for public viewing and a redacted copy of the application was available for public viewing on the council's website
- 5.2 On the 06 April 2023 a copy of the application was served on all statutory consultees in accordance with the provisions contained within the Licensing Act 2003 and associated regulations.
- 5.3 Local Licensing Authority – Environmental Health and Licensing – a number of amendments agreed between the applicant and the Environmental Health Officer, details are as follows
1. Noise Management Plan to be submitted at least 1 month prior to event and to be at the satisfaction of EHO.
 2. Complaint phone number to be advertised and passed to all relevant bodies. Phone line to be manned at all times. If complaints received then steps must be taken to address the complaints.
 3. Music to stop at 24:00 hrs Friday and Saturday nights. A silent disco can follow but have regard to type of songs so as not encourage whole audience participation.
 4. Noise levels set in code of practice to be used to as a guide only due to expected low background levels. ie: a maximum of 65dB(A) 15min leq, 1m from the façade of any noise sensitive premises, until 23:00 hrs. From 23:00hrs – 09:00hrs music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation. This can equate to music noise just audible outside noise sensitive premises.
 5. Unreasonable disturbance may occur from low frequency noise. Methods to address low frequency noise to be incorporated in Noise Management Plan. A level of 70dB in either of the 63Hz or 125Hz octave frequency band is usually satisfactory.
 6. Monitoring at perimeter of venue to be undertaken throughout event and outside noise sensitive premises where noise from music should be barely audible.
- 5.4 Sussex Police Licensing Department – Representation and final agreement from the applicant dated the 23 May 2023
- Sale and supply of alcohol to cease at 00:00hrs on Friday and Saturday
 - A final ESMP (Event Safety Management Plan) including:
 - Specific numbers for SIA registered door staff and stewards, their timings and duties. The ESMP will clearly distinguish between SIA registered door staff and stewards.

- A COVID risk assessment (in line with Government guidelines at the time),
- Plans to manage and control patrons queuing outside the event,
- Safeguarding policies in place for all genders, and vulnerable people.
- Transport Management Plan.
- Emergency Plan.
- Bar Management Plan – to include numbers of staff and supervision levels, Location Plan.
- If attendees are permitted to camp on site overnight between the event dates, how security and safety in relation to the camp site will be organised and monitored.
- Will be presented to all the responsible authorities at least four weeks before the proposed event: Each SAG member will then make written representations to the licensing authority in response to the final ESMP within two weeks. The final decision to permit the event to proceed will be made by the licensing authority, having taken account of any representations by any of the named SAG group members on the licence.
- The Premises Licence Holder must comply with the Final Event Management plan submitted to and approved by the Licensing Authority (in consultation with SAG members) and no changes will be made to it without prior written consent of the Licensing Authority. The ESMP will form part of the premises licence and the event will be run in accordance with the ESMP.
- A copy of the final agreed ESMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority and or members of the SAG upon request.
- The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
- Alcohol will not be permitted to be brought onto the site by the public.
- There will be a zero-tolerance policy of illegal drugs use at the event. Any confiscated items will be put into a locked box, the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event. Staff will be trained in the understanding of this policy, training records maintained for inspection if required by the police or an authorised officer.
- All drinks will be dispensed into or decanted into plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
- Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
- Adequate rubbish bins provided and emptied regularly.

- Adequate temporary toilet facilities to be provided for the event.
- The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer prior to the event commencing.
- No firework displays will be permitted at the event without the prior consent of the Licensing Authority
- With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with.
- The entrance to the bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor to maintain controlled numbers of persons at the bar. This is to prevent an overwhelming number of persons at the bar, reducing any stress to bar staff.
- All staff employed in the sale of alcohol will be fully trained regarding age-restricted sales and sales to persons who are drunk. All sales training undertaken by staff members shall be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from a Responsible Authority.
- A personal licence holder shall be employed to supervise each individual bar and that person or persons (if there are more than one bar) will be named in the ESMP.
- The bar supervisor or supervisors will not dual role and will not do other jobs as well, such as serving behind the bar.
- All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to persons who appear intoxicated.

5.5 West Sussex Fire and Rescue – No objection

5.6 Health and Safety Executive – No representation

5.7 Trading Standards – No representation

5.8 Local Planning Authority – No representation

5.9 Representation from members of the public
 During the twenty-eight (28) day consultation period a total of fifteen (15) representations relating to the grant of the application were received by Horsham District Councils Licensing Department

6 Other Courses of Action Considered but Rejected

6.1 None

7 Resource Consequences

7.1 None.

8 Legal Considerations and Implications

8.1 None

9 Risk Assessment

9.1 This application does not relate to any of the specific risks on the Corporate Risk Register.

Consequences of Proposed Action

How will the proposal help to reduce Crime and Disorder?	The Sub-Committee are to determine the application under the four licensing objectives. The prevention of crime and disorder is one of the licensing objectives.
How will the proposal help to promote Human Rights?	The operation of the Licensing Sub Committee is a quasi-judicial function and as such particular regard is to be had to Article 6 'the right to a fair trial'.
What is the impact of the proposal on Equality and Diversity?	There are no specific equality issues.
How will the proposal help to promote Sustainability?	There are no specific sustainability issues.

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PUBLIC NOTICE - LICENSING APPLICATION - LICENSING ACT 2003

An application has been received from Harry William Albert Slade for a new Premises Licence for Ashfolds, Horsham Road, Rusper, HORSHAM, RH12 4QX

The application proposes to apply for the following licensable activities, on

Friday 1st, Saturday 2nd and Sunday 3rd September 2023.

Sale of Alcohol by Retail (On Sales)

Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Late Night Refreshments

Friday: 23:00 – 00:00, Saturday: 00:00 – 02:00 and 23:00 – 00:00, Sunday: 00:00 – 02:00

Live Music and Recorded Music

Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Premises open to the public:

Friday 16:00 – Closes Sunday 12:00

The application is available for inspection on the council's website, or by writing to Licensing Department, Parkside, Chart Way, Horsham, RH12 1RL. Any further questions you can also contact the Alcohol Licensing Officer by email,

licensing@horsham.gov.uk

Representations can be made at any time between **Friday 7th April 2023 and Thursday 4th May 2023.**

All representations must be in writing (including email to licensing@horsham.gov.uk) addressed for the attention of the Alcohol Licensing Officer.

It is an offence for anyone to recklessly or knowingly make a false statement in connection with a licensing application. The maximum fine on conviction is £5000.00.

Applicant's Agent: Knight Training UK Ltd.

0330 999 3199 info@knighttraining.co.uk knight.training

Application for a Premises licence to be granted under the Licensing Act 2003

This Form

Please use this form to apply for a New Premises Licence.

What we will do with your information:

We will only use the personal details you provide in order to deliver the service that you have requested or to contact you by letter, telephone or email in relation to the service that you have requested.

We will not send you emails about other Council services unless you have requested them elsewhere, or share this information with any other organisations unless required to do so in order to provide the service or as permitted by law.

Further information about how we handle your data can be found in our Privacy Policy.

Please confirm that you have read and accept this policy by ticking here:

Guidance notes

Use Of The Form

Form Ref. No.

3320196

This form can be completed on-line. When completed it should be PRINTED and POSTED back to the Council.

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes which accompany the various sections. If you need to add more details to this form by hand please **USE OR ATTACH ADDITIONAL SHEETS** as necessary and write legibly in block capitals in black ink. You may wish to keep a copy of the completed form for your records (note a PDF copy will be sent to your email address). Please return completed application forms to Horsham District Council and any relevant authorities as listed in the Licensing Policy Statement.

Guidance Notes:

1. Describe the premises. For example the type of premises, its general situation and layout and any other information that could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.

2. Where taking place in the building or other structure please tick as appropriate. Indoors may include a tent.

3. For example state the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

4. For example (but not exclusively), where the activity will occur on additional days during the summer months.

5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.

6. Please give timings in 24-hour clock format (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

7. If you wish people to be able to consume alcohol on the premises please tick on. If you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish for people to be able to do both please tick both.

8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises that may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi nudity, films of restricted age groups, the presence of gaming machines.

9. Please list here the steps you will take to promote all four licensing objectives together.

10. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

11. Where there is more than one applicant, the applicants or their respective agents must sign the application form.

12. This is the address that we shall use to correspond with you about this application.

Please note your application will be available for public inspection and posted on the Council's website.

Applicant Name / Premise Details

Applicant Name

Title or ORGANISATION	Mr
Forenames/Organisation Name	Harry William Albert
Surname/Organisation Type(e.g. Ltd Co, Partnership etc)	Slade
Date of Birth	
Applicant 18 years old or over?	Yes
Nationality	British
Address Line 1	
Address Line 2	
City / Town	
County	
Postcode	
Telephone	
Email	

Premises Details

Premises Name	Ashfolds
Address Line 1	Horsham Road
Address Line 2	Rusper
City / Town	HORSHAM
County	
Postcode	RH12 4QX
Telephone	
Non-Domestic Rateable Value	0
Email Address	

Applicant Details

Type Of Application

Application for a Premises licence to be granted under the Licensing Act 2003

PLEASE STATE WHETHER YOU ARE APPLYING FOR A PREMISES LICENCE AS:

a) An Individual or Individuals * Complete Section A

b) A person other than an individual *

i) As a Limited Company Complete Section B

ii) As a Partnership Complete Section B

iii) As an unincorporated association Complete Section B

iv) Other Complete Section B

c) A recognised Club Complete Section B

d) A Charity Complete Section B

e) The Proprietor of an educational establishment Complete Section B

f) Health Service Body Complete Section B

g) A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital Complete Section B

h) Chief Officer of Police of a police force in England and Wales Complete Section B

If you are applying as a person described in (a) or (b) please confirm one of the next 3 options:

(If yes please tick box)

I am carrying on or propose to carry on business that involves the use of the premises for licensable activities; Licensable Activities

OR

I am making the application pursuant to a:

(i) Statutory function

(ii) A function discharged by virtue of Her Majesty's prerogative

Second Individual

Further Applicants

- Need to enter Second individual applicant details? (please select if YES)
- Need to enter Other/Further applicant details? (please select if YES)

Operating Schedule

Part 3 - Operating Schedule

When do you want the premises licence to start?

01/09/2023

If you wish the licence to be valid only for a limited

03/09/2023

period, when do you want it to end

If 5000 or more people are expected to attend the premises at any one time,

0

please state the number expected to attend

Please give a general description of the premises (Please see guidance note 1)

Open air Festival, set in rural private grounds, Main Arena/Licensed Area 3.6- acre approx.
It is proposed that the Main Arena will have an 8m stage sited at its northern perimeter to facilitate entertainment in the form of DJs/equipment playing House and Disco music.
Adjacent to the Main Arena would be 2 car parking areas 1 acre approx., enabling parking for 250 vehicles.
Bordering the southern aspect of the Main Arena would be a Campsite Area approx. 2.3- acre for the use of festival patrons over the proposed 3- day period of the festival.
Vehicle Entry and Exit from the site would be from Horsham Road through 2 security manned gateways to a controlled drop off point and Car Parks.
There will be 3 food trucks sited in the main arena.
The festival is age restricted to 21years of age and over.

Licensable Activities

Licensable Activities

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment:(tick for yes)

- a) Play(s) (if ticking yes, fill in box A)
- b) Film(s) (if ticking yes, fill in box B)
- c) Indoor sporting event(s) (if ticking yes, fill in box C)
- d) Boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) Live music (if ticking yes, fill in box E)
- f) Recorded music (if ticking yes, fill in box F)
- g) Performances of dance (if ticking yes, fill in box G)
- h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for: (tick for yes)

- i) Making music (if ticking yes, fill in box I)
- j) Dancing (if ticking yes, fill in box J)
- k) Entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)
- l) Provision of late night refreshment (if ticking yes, fill in box L)
- m) Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P (see later pages)

E - Live Music

E - Live Music

Will the performance of live music take place indoors, outdoors or both? Please select. (Read guidance note 2)

Outdoors

Please give further details here (please read guidance note 3)

Friday 1600 to 0000
Saturday 0000 to 0200 and 1200 to 0000
Sunday 0000 to 0200

State any seasonal variations for performance of live music (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for performance of live music at different times to those listed in the column below, please list (please read guidance note 5)

Standard timings (read guidance note 6)

START

Mon	
Tues	
Wed	
Thur	
Fri	16:00
Sat	12:00
Sun	

FINISH

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00

F - Recorded music

F - Recorded music

Will the playing of recorded music take place indoors,

Outdoors

outdoors or both? Please select. (Read guidance note 2)

Please give further details here (please read guidance note 3)

Friday 1600 to 0000
Saturday 0000 to 0200 and 1200 to 0000
Sunday 0000 to 0200

State any seasonal variations for playing recorded music (please read guidance

note 4)

Non-standard timings. Where you intend to use the premises for the playing of

recorded music at different times to those listed in the column on the left, please

list (please read guidance note 5)

Standard timings (read guidance note 6)

START

Mon	
Tues	
Wed	
Thur	
Fri	16:00
Sat	12:00
Sun	

FINISH

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00

L - Late Night Refreshment

L - Late Night Refreshment

Please give a description of the type of entertainment facility you will be providing

Three food trucks will be located within the main arena

Will this late night refreshment take place indoors,

Outdoors

outdoors or both? Please tick. (Read guidance note 2)

Please give further details here (please read guidance note 3)

State any seasonal variations for late night refreshment (please read guidance note 4)

Non-standard timings. Where you intend to use the premises for late night

Friday 2300 hours to 0000 hours
Saturday 0000 hours to 0200 hours
Saturday 2300 hours to 0000 hours
Sunday 0000 hours to 0200 hours

refreshment at different times to those listed in the column on the left, please list

(please read guidance note 5)

Standard timings (read guidance note 6)

START

Mon	
Tues	
Wed	
Thur	
Fri	23:00
Sat	23:00
Sun	

FINISH

Mon	
Tues	
Wed	
Thur	
Fri	02:00
Sat	
Sun	02:00

M - Supply of Alcohol

M - Supply of Alcohol

Will the sale of alcohol be for consumption on the premises, off the premises or both? Please select. (Read guidance note 6)

On Sales

State any seasonal variations for the supply of alcohol (please read guidance note 4)

Friday 1600 hours to 0000 hours
Saturday 0000 hours to 0200 hours and 1200 hours to 0000 hours
Sunday 0000 hours to 0200 hours

Non-standard timings. Where you intend to use the premises for the provision of

supply of alcohol at different times to those listed in the column below, please

list (please read guidance note 5)

Standard timings (read guidance note 6)

Start

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text" value="16:00"/>
Sat	<input type="text" value="12:00"/>
Sun	<input type="text"/>

FINISH

Mon	<input type="text"/>
Tues	<input type="text"/>
Wed	<input type="text"/>
Thur	<input type="text"/>
Fri	<input type="text" value="02:00"/>
Sat	<input type="text"/>
Sun	<input type="text" value="02:00"/>

O- Premises open to public

O - Hours Premises are open to public

State any seasonal variations (please read guidance note 4)

Friday 1600 hours to 0000 hours
Saturday 0000 hours to 0000 hours
Sunday 0000 hours to 1200 hours

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)

Standard timings (read guidance note 6)

Start

Mon	
Tues	
Wed	
Thur	
Fri	16:00
Sat	
Sun	

FINISH

Mon	
Tues	
Wed	
Thur	
Fri	
Sat	
Sun	12:00

P - Licensing objectives:

P - Describe the steps you intend to take to promote the four licensing objectives:

a) General ñ all four licensing objectives (b,c,d,e)
(See guidance note 9)

Consideration of the Horsham Council Licensing policy and pre-consultation with police licensing has been carried out to ensure the promotion of the four licensing objectives.
A full detailed Event Management Plan has been completed and emailed, via Licensing to the SAG safety group.

b) The prevention of crime and disorder

A camera CCTV system will be in place covering public areas of the enabling frontal identification of every person entering in any light condition.
The CCTV system shall continuously record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum of 31 days *with time and date stamping* and can be accessed and downloaded immediately when requested by the police or other authorised officer.
There will always be at least one person present whilst the premises is open to the public who is able to operate and download images from the CCTV.
An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, *which will record the following:

- All crimes reported to the venue.
- Any complaints received.
- Any incidents of disorder.
- Any faults in the CCTV system
- Any visit by a relevant authority or emergency service
- All ejections of patrons
- All seizures of drugs or offensive weapons
- Any refusal of the sale of alcohol

SIA door staff will be employed at the premises were identified as necessary by risk assessment.
A written policy that aims to prevent customers or staff bringing illegal drugs, weapons, or other illegal items onto the premises at any time shall be in place and operated at the premises. Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or an authorised officer.
Staff will check all public toilet facilities on the premises at [hourly] intervals, to ensure no drug use is taking place on premises. These checks will be recorded in a log dedicated for this purpose and made available on request to the police or an authorised officer.
A register of those door staff employed shall be maintained at the premises and shall include:

- i. the number of door staff on duty.
- ii. the identity of each member of door staff.
- iii. the times the door staff are on duty.

c) Public Safety

All staff will be trained in emergency procedures and training records maintained.
The premises will be maintained in a safe manner at all times.
All exits will be kept unobstructed, easy to open and clearly signed.
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.

d) The prevention of public nuisance

All refuse will be disposed of in an appropriate manner. Staff will be instructed to maintain all external areas in a clean and presentable manner at all times.

Notices will be displayed asking patrons to leave the premises quietly and to have respect for local residents.

The Premises Licence Holder shall produce, maintain, and implement a Premises Dispersal Policy. A copy of the Policy shall be kept at the Premises and made available for inspection by an authorised officer. The Premises Licence Holder shall ensure that staff at the Premises are trained commensurate with their employment every 12 months in relation to the Premises

The premises licence holder and/or designated premises supervisor will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

e) The protection of children from harm

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of ID are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram. The premises will operate a "No ID, No Sale" policy at all times for persons who look under 25.

Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or any other responsible authority.

A record shall be kept detailing all refused sale of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

Checklist

Checklist (If yes please tick)

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and other where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 (£5000) ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signatures

Part 4 - Signatures

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration

• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)

• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Signature	<input type="text" value="Shaun Ward"/>
Date	<input type="text" value="06/04/2023"/>
Capacity	<input type="text" value="Applicant's Agent"/>

Contact name

Contact name (where not previously given)

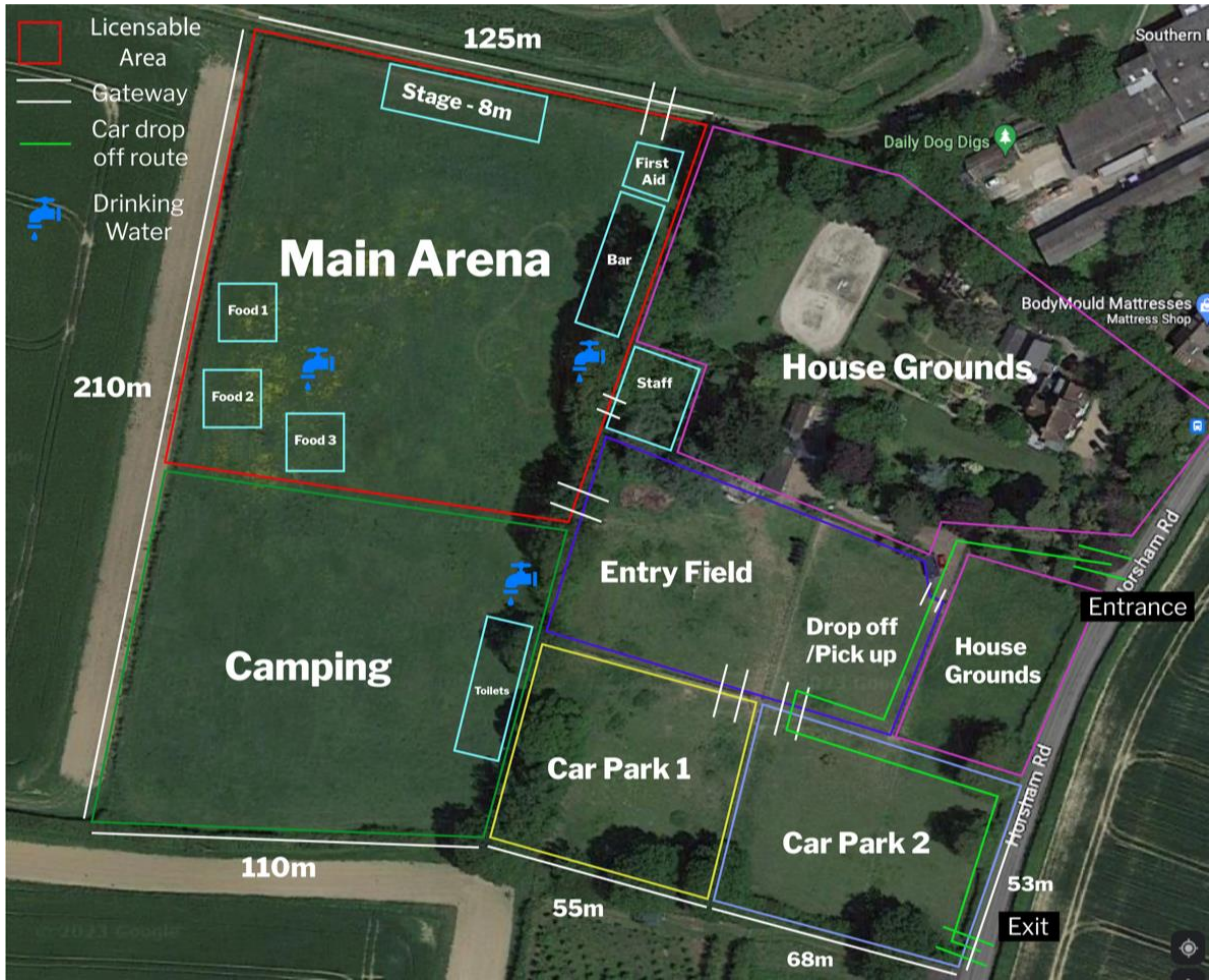
and address for correspondence associated with this application. (Please read guidance note 12)

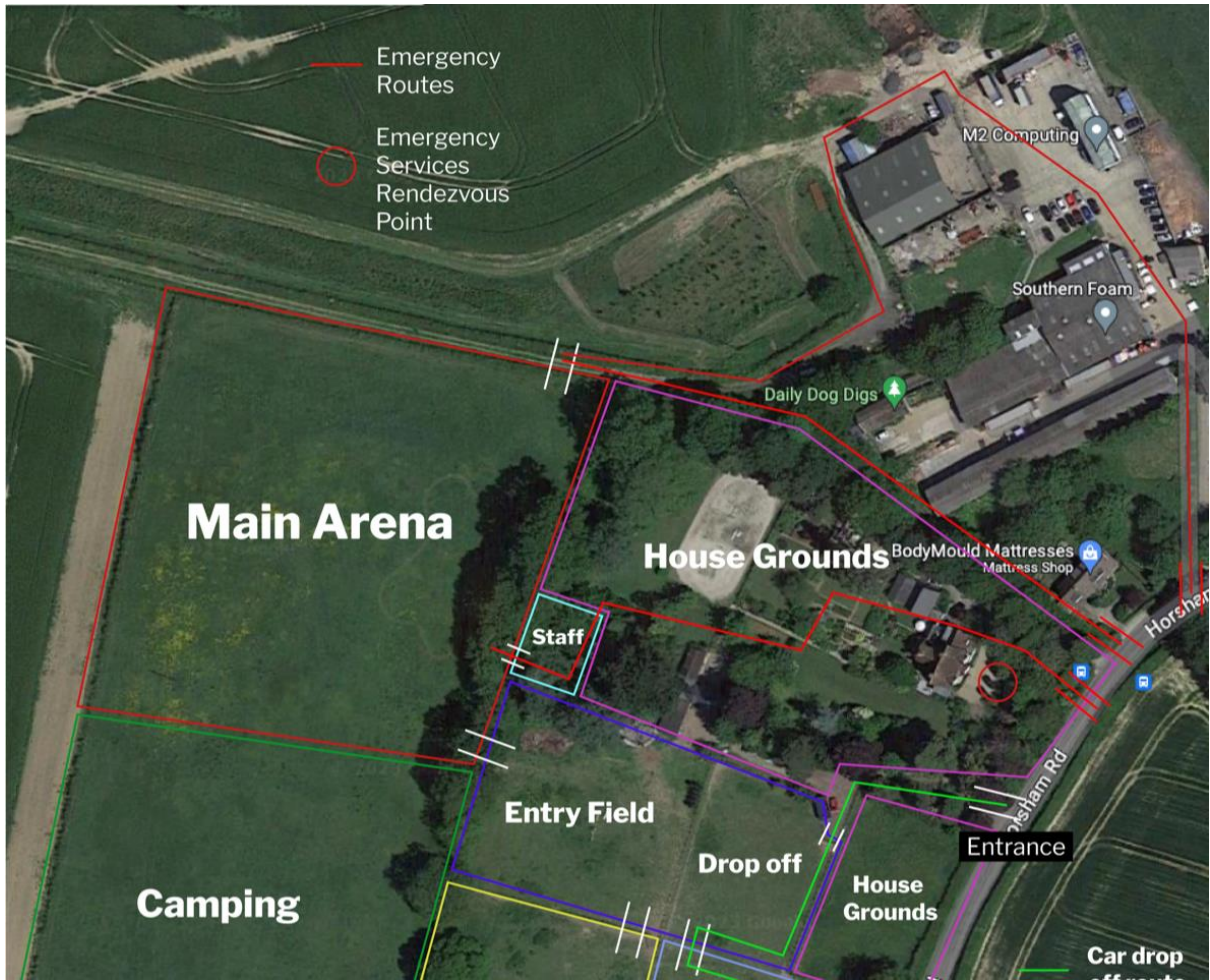
Click here if you need to specify a name not previously given for correspondence

Contact Details

Title	<input type="text" value="Mr"/>
Forenames	<input type="text" value="Shaun"/>
Surname	<input type="text" value="Ward"/>
Address Line 1	<input type="text" value="134 The Barracks"/>
Address Line 2	<input type="text" value="South Road"/>
Address Line 3	<input type="text"/>
City / Town	<input type="text" value="LANCASTER"/>
County	<input type="text" value="Lancashire"/>
Postcode	<input type="text" value="LA1 4XQ"/>
Telephone	<input type="text" value="03309993199"/>
Mobile (optional)	<input type="text"/>
Email Address (optional)	<input type="text" value="info@knighttraining.co.uk"/>

Pay & Submit





Evrywhre Festival

1st-3rd September 2023

Ashfolds, Rusper, RH12 4QX

Event Management Plan

V2 - May 31st

Document Control	
Event Name	Evrywhre Festival
Title	Event Management Plan
Revision	V2
Date	31/05/23
Author	Harry Slade

1 Event Overview

1.1 Event Site Location

The event will be held at Ashfolds, Horsham Road, Rusper, West Sussex, RH12 4QX.

The public and production entrance to the event site will be located through the main entrance of the private Ashfolds location.

There is a separate exit shown in green on the General Site Map.

The land is privately owned and permission for the event to take place has been granted.

1.2 Event Summary

The event is a small-scale, boutique and 21+ music festival with a focus on supporting emerging artists and allowing attendees to enjoy the escapism on offer amongst the Great British countryside.

The event is relatively small compared to other festivals however, there is still a whole host of interactions and activations aside from the live music that will be on offer to keep everyone entertained. Local face painters, clothing stands and food trucks will also be present, engaging communities.

It is marketed as a clean, intimate and friendly festival welcoming people who want to meet new people and be smiling all weekend enjoying some of the best new UK music.

1.3 Licensable Activities

The licensable activities intended to be carried out are:

- The provision of regulated entertainment.
- The provision of entertainment facilities.
- The supply of alcohol by retail, for consumption on site only.
- The provision of late night refreshment.

1.4 Licensable Area

We wish to only license the main arena as shown on our General Site Map and this area will be fenced and manned by SIA accredited security personnel at all times.

1.5 Dates and Times

Production Dates

Build - 24th-31st Aug

Live Event Days - 1st-3rd Sept

Breakdown - 4th-8th Sept

Public Access

The public are permitted on site from 14:00 on the 1st Sept to 12pm on the 3rd Sept.

Licensable Activities

The Provision of Regulated Entertainment and the Provision of Entertainment Facilities:

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	09:00	00:00
3rd Sept	09:00	12:00

The Sale by Retail of Alcohol for Consumption on the Premises:

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	12:00	00:00

The Provision of Late Night Refreshment:

Date	Start	Finish
1st Sept	n/a	n/a
	23:00	23:59
2nd Sept	00:00	02:00
	23:00	23:59

3rd Sept	00:00	02:00
	n/a	n/a

Non-Operating Hours

During non-operating hours, whilst the public are still onsite, the provisions put in place to meet the four licensing objectives will be upheld regardless of the activities taking place on site, for example; security and first aid provisions.

1.6 Contact Details

Event Director

Harry Slade, Evrywhre
harry@evrywhre.co.uk
07871763346

Site Manager

Ted Slade
tedslade@me.com

Steward Co-Ordinator

Harley Tusler
h.g.tusler@gmail.com

1.6.2 Contractors and Suppliers

All contact with suppliers and contractors should be via the event management team

Security and Crowd Management - B-Secured Ltd
Medical and First Aid - St.John's Ambulance
Welfare - National Event Welfare Service
Sound and Lighting - Hawx Event Production
Power and Distribution - Hawx Event Production, Evrywhre
Bars - Evrywhre
Concessions - TBC
Toilets and Showers - Site-Equip
Nosie Control - Hawx Event Production

1.6.3 Insurance

Evrywhre and all event contractors will hold with an insurance office of repute, public and employers liability insurance for claims up to and including £10,000,000

Event Ethos

1.7 Audience Profile

The event is aimed at 21-30 year olds and due to the small scale nature of the festival, we expect it to be filled with a majority of local residents to the festival. We do however expect a number of customers from further afield due to the camping nature of the event.

Last year's audience was extremely amicable and we had no issues within the event or any issue with the public and it was a pleasure for everyone to be a part of - we will be doing everything to uphold this atmosphere again this year.

1.8 Event Ethos

Everywhere established a community last year that we want to grow whilst keeping the same values. These values are all based around being inclusive and supportive of the people around you in enjoying a sense of escapism for the duration of the festival, whilst celebrating the emerging artists and performers we support. We also choose to work with new and growing businesses to aid in creating that sense of support and togetherness to help everyone succeed.

1.9 The Organisers

All good friends, we all have the same mission to keep this festival a small, boutique and intimate event with a clean and friendly atmosphere. From different work backgrounds, we all bring something that contributes to this festival, along with our personalities as well.

I myself have most recently worked in Project Management for one of the largest media firms in the city, who also put on live events. This has given me a whole host of relevant experience at the top level that is applicable to the running of this festival.

Ted has been working contracts in live events for a few years now, most recently in logistics at the Eurovision, he was also a GB olympic skier so he's got the natural grit and determination to get his roles done properly.

Harley has worked at and managed 3 pubs in Horsham before moving onto an apprenticeship in engineering that has allowed him to get into a full time job at a local Audio Visual company in corporate logistics.

We will also have a couple of experienced freelance festival managers starting a few weeks before the festival to make sure we have been as thorough and as comprehensive in our planning as possible.

2 Event Specifics

2.1 Capacity and Audience Numbers

The capacities below have been established using a combination of information relating to the desired audience density and the available space. Further consideration concerning the available means of escape and evacuation time will be available in the event Fire Risk Assessment provided by the end of July as agreed with SAG.

For this event, the desired audience density is in the mid range of the recommended levels set out by HSE guides, hence why there is only 1 stage and a limited number of prominent structures. All event safety, sanitary and security provisions will be planned to be suitable for this intended capacity.

2.1.1 Licensed Area Capacity

For this event the number of attendees is not to be limited by the License restrictions on capacity, but by our intended density of the area.

Category	Number
Public	3000
Staff	200
Total	3200

The area of the licensed event site is 125m x 120m. This will provide more than enough room for expected attendance and achieve our desired audience density of 1 person per 5m² for the event to feel busy but safe. The 200 staff allocation is to include all artists, bar staff, stewards, security, medical and welfare, sound production, concessions and the wider management team.

2.1.2 Campsite Capacity

The area of the camping field is 90m x 110m. Using an average occupancy of 4 people per tent, we expect to have to cater for 375 public tents and 50 tents for staff. Using a very generous average square meter coverage of a 4 man tent at 10m², we'd need a field with an area of 4,250m², under half the area we have available. This will allow our stewards to easily manage the pitching of the tents making sure clear paths are created to the toilets, showers and exits ensuring safe and efficient use of the space.

2.1.3 Car Park Capacity

An estimated 25% of attendees will travel to the event by car. Using an average car occupancy of 3, we can expect a maximum of 250 cars to go between Car Park 1 and Car Park 2.

Staff and Performers will be using parking within the House Grounds and Main Arena marked on the General Site Map.

The area of Car Park 1 and Car Park is 123m x 53m - 6,519m², which will provide enough space for the expected number of cars. Car park tickets will be sold in advance with a limited number available, purchasers will be required to enter their number plates pre-event so we are able to check cars in and out of the event. Everyone purchasing a ticket will also be explicitly told to travel in as full cars as possible for the benefit of everyone at the festival - this is synonymous with our ethos and we are expecting people to make every effort to do so.

The vast majority of the remaining attendees will be asked and encouraged to make use of the Shuttle bus service outlined in **2.15.5**

Members of the Stewards and Security

2.2 Site Design

The event will take place exclusively within the private grounds of Ashfolds. Please see the Site Maps in the appendices for a detailed plan of the event site.

2.2.1 Control Point

The publicly available control point will be the Gateway from the Entry Field to the Main Arena marked on the General Site Map. This will provide 24hr assistance to attendees and a point of contact to the organisers for public attendees and is located between the event area and the campsite.

2.2.2 Emergency Vehicles

There is an alternate route through the business park next door to the private grounds that gains access to the Main Arena on the North side, adjacent to the visible tracks, just next to the First Aid area.

2.2.3 Emergency Fallout Zone

There are a variety of exits in each area of the festival site that will lead to internal, or if necessary, external fall out zones that will be marshalled by our security and steward team.

2.2.4 Fencing and Barriers

Anti-climb heras fencing will be used to cordon off the house grounds from the main event and these will be covered in scrim to keep them in touch with the countryside feel of the festival. All entrances to the house grounds will be monitored by SIA accredited security personnel.

Suitable safety barriers will be used in front of stages and to cordon off nonpublic areas, such as around generators, trip hazards and to form queue lanes.

The outside perimeter of the licensed area as well as the camping area will be secured by heras fencing as well that will be covered with sound absorption barriers as noted in **2.16.2**.

2.3 Temporary Demountable Structures

Temporary demountable structures will be used to house the bar, traders as well as some production facilities

2.3.1 Erection and Maintenance of Structures

The responsibility for the safe erection and maintenance of structures rests with the contractor supplying the structure. They are expected to produce and work to their own risk assessments and method statements and maintain their own liability insurance cover and MUTA documentation. A representative from each contractor is required to remain on call throughout the event in order to deal with any instances of maintenance or respond to any prevailing weather conditions. All documentation of this nature collated will be included in the appendices to this document.

2.3.2 Structural Safety & Wind

Structural calculations relating to imposed loads from production infrastructure and wind loading will be obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

The site manager will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require.

2.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438. Flame retardancy certificates will be obtained from contractors in advance of the event and be filed in this document.

2.4 Power Supply and Electrical Equipment

2.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used and no other generators will be allowed onsite. Generators will be fenced off and inaccessible to attendees.

2.4.2 Electrical Installation and Appliances

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity At Work Regulations (1989).

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification. Any other appliances brought onto site will be PAT tested by an onsite electrician, who currently resides in the house grounds, before their use is permitted.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

2.4.3 Site Lighting

Site lighting will be positioned in suitable areas around the event site. Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or have to be switched off. These will be battery operated and fully charged at all times before the festival is to commence.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit at all times after sundown:

Toilets and showers, First Aid, Control Point, Campsites, Emergency Exits and Security Positions.

An electrical and lighting plan has been attached depicting generator and lighting positions. All generators will be fenced off from public access.

2.5 Fire Safety

A full fire risk assessment will be completed and sent to the Local Authority and Local Fire Authority by the end of July as agreed with SAG.

2.5.1 Fire Fighting Equipment

All concessions present at the event must be carrying a 2kg dry powder extinguisher and one fire blanket as part of their set up. Any deep fat fryers that will be arriving on site will also require the vendor to hold an additional 9l wet chemical extinguisher along with proof of training on how to use it.

We will be providing, maintaining and distributing a schedule of fire fighting equipment around the site for use by staff in tackling the early stages of a fire outbreak, this is of course currently tbc.

2.5.2 Fire Safety Checks

We will be making checks on all fire safety aspects of the event at regular intervals in the day

1st Sept - 08:00, 15:00, 20:00,
2nd Sept - 01:00 08:00, 15:00, 20:00
3rd Sept - 01:00, 08:00

These will include ensuring all exits and gateways are unlocked, that they are clearly signposted and illuminated and that the exit leads to a place of safety and the place of safety is clear.

2.5.3 Raising The Alarm

If a fire is spotted by staff or by an attendee, direct contact with the Site Manager will be established over radio and to the control point. The Site manager can then release fully briefed response teams to deal with the incident, telephone the fire brigade and begin a partial evacuation of the area whilst the incident is dealt with, or a full one if necessary.

2.5.3 Preventative Measures

Attendees will not be allowed to bring in any campfires, gas cookers or bbq's of any kind.

Cigarette Butt bins will be provided at multiple points in the festival.

All grass will also be cut short prior to public access.

2.5.5 Fireworks and Sparklers

Attendees will not be allowed to bring in any Fireworks and Sparklers of any kind.

2.5.6 Emergency Services Rendezvous Point

This is at a separate driveway to the main house grounds away from the public areas that one of the emergency services routes starts at, marked on the Emergency Services Site Map.

2.6 Provisions For Disabled People

2 disabled access toilets will be provided in line with guidance explained in **2.12.4**.

As the land is flat and access is easy, no special routes through the event are expected to be made for wheelchair users or those that otherwise find it difficult to walk.

Plenty of adequate signage will be positioned throughout the event to help those with impaired vision and hearing, help will be on offer from our stewards, security and welfare team from various marked locations.

Anyone purchasing a parking ticket stating the need for disabled parking space will have a priority spot reserved closest to the event with good access. We will also offer free tickets for any carers a disabled person requires.

2.7 Crowd Management

Our stewards and SIA security accredited personnel will be running the efficient and safe management of our attendees and will be providing a crowd management prior to the festival.

In the early hours between 02:00 and 09:00 we will have a security team patrolling main entrances and exits as well as the campsite. The wider management team will also be on hand to assist with any situations that may arise.

Steward and Security team shift patterns are presented in the table below.

		SIA Security	Stewards
Friday	14:00 - 02:00	16	35
Saturday	02:00 - 09:00	8	0
	09:00 - 12:00	16	20
	12:00 - 02:00	16	35
Sunday	02:00 - 09:00	8	0
	09:00-14:00	16	35

2.7.1 Audience Number Control

Tickets will be available for purchase online up until 3:59pm on Friday before the entertainment starts. The entirety of tickets will be sold prior to this time, on the door tickets will not be made available to the public and this is to reduce the risk of any crowds descending through Rusper to get to the festival in the hope tickets are available to walk-ups - this will be communicated online.

We will have a digital ticket scanning system which will be in operation alongside exit channels to give an accurate measurement of how many attendees are inside the festival at any given time.

2.7.2 Police

Regular contact with the police will be upheld during further planning of the event to make sure they are in agreement with the Event Management Plan and any developments.

We do not believe a police presence at the event will be needed as we'd like to promote our friendly, boutique and intimate atmosphere as much as possible, however it is always welcomed where the police see necessary. We also have our own private security arrangements in place as well.

2.7.3 SIA Licensed Security Team

SIA Licensed security will be used in any positions where searching, refusal of entry, patrolling or intervention may be required and at the sites of all licensable activities.

We'll be operating a challenge 25 scheme on the entrance gate and anyone not passing this in the first instance will be required to prove they are over the age of 21 via a valid form of ID including a driver's license and/or passport.

A detailed Crowd Management plan will be produced following a risk assessment by a security specialist contractor and will be provided by the end of July as agreed.

2.7.4 Stewards

Stewards as well as volunteers will be used for general info on site to any attendees in need of it, directions etc. The stewards are completely separate from the SIA accredited personnel and are just there for general information, keeping the site clean and operational, as well being eyes and ears for the core event management team.

2.7.5 Accreditation

All attendees, staff and performers will be issued with a cloth wristband for identification purposes. Staff and Performer passes will be produced onto large

badges via lanyards with their name and role printed on, these will signed out with proof of ID at the start of the festival upon their arrival.

2.7.6 Security Searches

Every attendee will be searched upon entry to the event site. Any prohibited items found will be confiscated and appropriate action will be taken by the SIA security team. Prohibited items include drugs, weapons, glass bottles, fireworks, sparklers, legal highs, excess alcohol, gas canisters, campfires and bbq's of any sorts, professional photography/videography equipment and excessively large sound systems. There will be a locked amnesty bin for voluntary disposal and there will be a zero tolerance policy to any of the items listed above.

2.7.7 Missing Persons or Property

Lost property is able to be handed in to any point in the festival with a staff member, in most cases it will be direct to the control point and this will be communicated to attendees as the lost property point. If something is not collected, we will hold the items for a reasonable amount of time post event in case someone wants to collect or have it posted to them.

Lost persons are able to be reported to any point within the festival to a staff member and this information will be relayed to the Site Manager. In the case of a missing person that is deemed to be vulnerable, only persons with a valid DBS check, most likely on the Welfare, SIA team or First Aid team will be able to handle the case

2.8 Alcohol and Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all Mandatory Licensing Conditions will be met. The bars will stock a range of beers, seltzers, fruit ciders and pre-made cocktails. No pouring spirits will be available on the bar whatsoever.

2.8.1 Designated Premises Supervisor

Our Designated Premises Supervisor will be Harley Tusler. Licence number 176/22/2063/PERS Personal licence issued by Horsham District Council.

2.8.2 Bar Operating Times

The times below show when the bar will be open, but we will not be serving or supplying alcohol outside of our licensed hours. The bar will be open only for attendees to get soft drinks and water. Drinking water will of course also be available 24/7 elsewhere.

Date	Start	Finish
1st Sept	14:00	00:00
2nd Sept	09:00	00:00

2.8.3 Challenge 25

We will operate a 'Challenge 25' policy at the entrance gate to the event. Anybody without valid identification that they are 21 and over will be refused entry. A further challenge will be made at the point of sale if there is any further doubt about the attendees age.

2.9 Communications

2.9.1 Digital Comms and Social Media

The main Instagram account will provide attendees with all relevant information on the event relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

2.9.2 Radio

All key staff members will be issued with a radio.

A contact sheet will be provided containing a list of frequencies for specific teams to use, along with key phone numbers for use in case of radio failure, will be distributed.

2.9.3 PA Systems

Information and emergency directions can be broadcasted to the public using the PA system in the Main Arena.

2.9.4 Megaphones

The SIA security accredited team will provide themselves with megaphones for use during any partial or full evacuation.

2.9.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid, water taps and control point, as well as delivering safety advice.

A large site map will feature at the main entrance for all attendees to review and physical site maps will be available for free to all attendees at the bar, welfare and control points of the festival, as well as from stewards directly.

2.10 Medical First Aid and Welfare

First Aid and Welfare care will be provided at the event in accordance with the guidance set out in the HSE Event Safety Guide.

For First Aid team, our unconfirmed contractor is St.John's ambulance along with some First Aid trained dedicated members of our own team.

For Welfare, our contractor is the National Event Welfare Service.

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning the local ambulance service if required.

2.10.1 Medical Equipment & Staff Provisions

We will have 24/7 medical cover alongside our welfare services, the below is indicative of our scheduled medical staff provisions and will be confirmed by St.John's in due course. We are happy to comply with whatever suggested schedule they would like to have to feel they are servicing the event as necessary.

Friday 1st September

14:00 - 20:00 - 2 x first aiders and 1 x Emergency medical technician
20:00 - 02:00 - 3 first aiders and 2 x emergency medical technician

Saturday 2nd September

02:00 - 09:00 - 1 Emergency medical technician and 1 emergency care assistant
09:00 - 20:00 - 2 x first aiders and 1 x Emergency medical technician
20:00 - 02:00 - 3 first aiders and 2 x emergency medical technician

Sunday 3rd September

02:00 - 09:00 - 1 Emergency medical technician and 1 emergency care assistant
09:00 - 12:00 - 2 x first aiders and 1 x Emergency medical technician

There will be a fully equipped ambulance from St.John's ambulance complete with any drug provisions on site at all times which are licensed to transport patients to hospital.

2.10.2 Nearest Hospitals

Nearest A&E Department (28mins by road. 24 Hrs.)

East Surrey Hospital, Canada Ave, Redhill RH1 5RH

Alternative A&E Department (30mins by road. 24 Hrs.)

Princess Royal Hospital, Lewes Rd, Haywards Heath RH16 4EX

Alternative A&E Department (34mins by road. 24 Hrs.)

Queen Victoria Hospital, Holtye Rd, East Grinstead RH19 3DZ

Alternative A&E Department (40mins by road. 24 Hrs.)

Worthing Hospital, Lyndhurst Rd, Worthing BN11 2DH

Nearest Urgent Care Unit (14 mins by road. Not 24 Hrs.)

W Green Dr, Crawley RH11 7DH

Helicopter landing zones have been depicted in the attached diagram appendices.

2.11 Refuse and Recycling

No glass will be allowed into the event. Concessions will be required to use recyclable serving plates and cutlery, no single use plastic will be permitted to be used across the event. A reusable cup scheme will be put in place and run by Evrywhre.

2.11.1 Attendee Waste

Bins will be provided across the event for us by attendees.

The stewards and bar staff will be responsible for keeping their sites areas clean and the bins regularly emptied.

Attendees won't be able to leave with any litter, plastic bottles, serving plates etc to help reduce the amount of waste discarded outside the event site.

A full litter sweep will be performed by the entire steward, bar and event management team of the site and immediate surrounding area.

2.11.2 Concession and Production Waste

Larger industrial bins will be provided for the safe disposal of any waste generated from the bar or food trucks etc.

2.11.3 Waste Transfer Licence

We are planning on using the council's service for the event's waste disposal, we have received quotations from Rachael Channon to this end and will be booking the services in due course.

We currently have provision for 10 x 1100l bins and these will be emptied once on the Saturday morning if necessary before entertainment starts.

The bar will only be stocking canned drinks and we have a solar powered can crusher to clear empties from the bar that can be offloaded by us directly to the council's recycling plant.

2.12 Water and Sanitation

2.12.1 Water Supply

A mains water supply will be available at various water points round the event detailed in the general site plan. These will be installed, tested and maintained in accordance with the guidance set out in BS 8551.

2.12.2 Handwashing

Sanitising hand gel stations will be available outside all toilet facilities as well as sink units. Concessions and bars will be expected to maintain a hand-washing station with hot running water for staff use.

2.12.3 Showers

20 showers will be available in the campsite for attendee and staff use.

2.12.4 Toilets

40 unisex chemical toilet units will be used along with additional urinal provisions as well as suitable hand washing facilities.

The quantity and locations of units have been decided in accordance with the toilet contractors recommendations and guidance given in the Event Safety Guide. Assuming a 50:50 male to female split as per the purple guide's recommendation, with a capacity of 3,000, and males requiring 1 toilet per 150 and females needing 1 toilet per 75, we have gone above the required amount by 10 toilets.

Included in the 40 will also be an allowance for 2 disabled toilet units in accordance with the required amount being 1 per 40, to expect more than 80 people in need of these with our expected demographic has been said to be extremely unlikely by our contractor with their experience of past events.

Our contractor will be emptying and cleaning the toilet units early on Saturday morning before any entertainment begins. They will also be monitored throughout the duration of the event by our steward team for restocking and cleaning. A schedule will be created nearer the time to ensure this.

2.12.5 Grey Water & Sewerage

Grey waste water from any hand washing, showers and concessions will be collected in containers and collected once during the event and again at the end of the event by a sewerage truck. The toilet contractor will remove sewerage waste material.

2.13 Inclement Weather

The Site Manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

2.13.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the Site Manager.

If at any point the safe wind speed is likely to be exceeded the Site Manager will ensure appropriate action is taken.

This could include evacuating and dismantling the structure if necessary.

2.13.2 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. In the event of localised flooding areas will be closed off. The ground is clay topped and has a slight lean off to the East side of the site helping water run off. Signage will be available to warn of any wet and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary made safe through the use of straw, woodchip or temporary pathway and trackway.

In the event of a wet weather forecast causing a risk of mud being taken out of the car park and onto the roads by attendee's cars, we will ensure we have a washer bowser at the exit point and a steward operating it during crowd egress. We also have traction mats available to place at the exits to aid in this.

2.13.3 Extreme Heat & Cold

In the case of extreme heat (above 27C) staff will be briefed to verbally remind

attendees of the need to keep hydrated, remain clothed and wear sunscreen. There will be plenty of shade around the festival site and in the event of an extreme heat weather forecast, more temporary canopies will be obtained to use if necessary to offer more shaded areas.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own.

In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

2.14 Concessions

There will be a number of concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

We currently have 1 pizza van confirmed and have spaces for 3 other food concessions.

Conversations have been had with the pizza van and they are able to provide 50 pizzas per hour from their stall. On Friday this means providing 500 pizzas from 4pm till 2am and on Saturday this equates to 700.

The other 3 concessions will be able to cater for more as we are going for options that are able to be pre-cooked, unlike made to order pizzas, such as noodle dishes, curries and paella's. This will mean everyone is covered for being able to eat throughout either day on top of their own personal food they bring into camping.

All staff will be catered for by the event organisers.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments for all concessions will be retained by the event organisers and made available to local authorities by the end of July as agreed with SAG.

2.15 Traffic & Transport

2.15.1 Vehicle Access

There is one entrance and one exit made available to the public and staff located at the main entrance in between the house grounds areas.

This begins as a tarmac drive and then turns to gravel before entering through a wide gate suitable for large vehicles into the Drop off/pick up field. This area can

be used as potential stacking room to keep traffic off the road. Due to the relatively low number of cars we expect to have arriving at the site, we aren't expecting to have any issues regarding traffic queueing.

The route for cars then flows through the Drop off/pick up area and out a different exit in the corner of Car Park 2 where a channel will be kept clear and be marshalled.

2.15.2 Car Parking

There is ample space for cars to be parked in the site as outlined in **2.1.3**. All Car Park areas will be marshalled and be used efficiently and safely.

We also have provisions for an overflow car park that can fit a further 60 cars in, this will not be advised to attendees. The overflow car park will be used in the event that an attendee arrives in a car and has not purchased a car parking space, this is to stop the need for anyone parking on verges or streets surrounding the festival causing a nuisance to the locals. Stewards will be doing regular patrols of the surrounding areas making sure this is not happening and there will also be signage and online communication that it is strictly forbidden.

Considering the ethos of the event and the profile and age of audience we attract, we do not believe following instructions around this will be an issue for our audience, they are very compliant and helpful.

2.15.3 Speed of Vehicles

A 5mph speed limit will be signposted for any cars entering the site to adhere to at all times. This will aid in the prevention any accidents/collisions including cars and pedestrians attending the event.

2.15.4 Traffic Signage

There will be further signage in the surrounding areas of the festival instructing cars there is an event taking place. The immediate road used to turn into the festival, Horsham Road, will have signs warning of possible pedestrians or queues and to slow to 5mph.

Further surrounding areas will also have road directions leading cars from various routes to the festival.

2.15.5 Shuttle Bus Service

There will be a shuttle bus service running during the main hours of the festival from Horsham Station minimising cars and other traffic that need to arrive at the festival site.

Our car parking capacity will provide space for for 750 attendees as mentioned in **2.1.3**, this leaves a further 2,250 people to get to the festival if we are to hit capacity.

We have hired an external shuttle service provider that will be operating between 14:00 - 18:00 on the Friday, 10:00 -14:00 on the Saturday and 08:00 - 12:00 on the Sunday.

We will be staggering the crowd arrivals that are using the minibus on the Friday and Saturday through time slot specific tickets on our ticketing platform. We will be using the number of attendees in each time slot to give us an indication on how to balance our service resources at different times to make sure we have adequate transport ready.

Each time slot is 2 hours and using 5x 50 person coaches, we are able to take 250 people from the station in each journey. The journey time is only 10 minutes from Horsham station but allowing for traffic and unloading times, this could get closer to 20 minutes. Therefore, we will be able to complete 3x 40 minute journeys in each 2 hour time slot, totalling 750 people per time slot. We've got 3 time slots on the Friday meaning we are able to fulfil the full 2,250 audience capacity if required. The Saturday service is there for the audience that won't be able to arrive on the Friday.

For Sunday, we only have 2 time slots available however we will increase the number of coaches in service and have a much more controlled egress during the morning, filling each coach up methodically and efficiently. Our stewards and security will be on hand to coordinate this.

Details of the service will be available at the point of an attendee purchasing their festival ticket and it will also be heavily advertised and encouraged through our social channels.

A number of local taxi providers will also be approached prior to the event to ensure they are aware of the event timings and location so they can make any necessary adjustments to the number of staff they have running that night if they see fit. We will communicate any outcomes of the discussion through our social channels.

There should not be any issues with crowding at the train station due to the shuttle bus service's large capacity of people per hour and journey times are very small so all numbers should be catered for within a suitable timeframe.

2.16 Noise

2.16.1 Noise Sensitive Properties

The site is in a secluded piece of land outside the main village of Rusper with no immediate residential neighbours. The West side of the site is clear by over 900m in all areas whilst the East side of the site has some closer residential properties, but none that we believe will have an issue still being nearly 400m away. Last year's event yielded no complaints from any local residents, in fact it garnered some compliments on how well it went without any disturbances for them. Below is a table denoting the nearest residential property in any direction from the stage and the distance from it. It's worth noting that the residential properties within these distances are good friends of the landowner who has been living here for more than 15 years, we will be making the event know to all of them well in advance and offer an invitation to the house grounds to meet with the landowner should they wish to take a look at what we have planned.

Residential Property	Distance to Stage
North	1.08km
North East	450m
South East	375m
South	450m
South West	700m
West	1.15km
North West	996m

2.16.2 Noise Management Conditions

In accordance with the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts, a noise assessment and management plan will be produced in order to consider and reduce the nuisance effects of noise arising from the event, taking into account the size, type and direction of the stage's sound system. The following conditions will be adhered to in managing noise created by the event:

Between the hours of 09:00 and 00:00 the music noise level arising from the event will not exceed 65 dB(A) (15Min) at 1m from the façade of the nearest residential noise sensitive premises, unless by prior written agreement with the occupant.

The music noise level arising from the event shall not exceed a C-weighted limit of up to 70dB in either of the 63Hz or 125Hz Octave frequency band at 2km and beyond.

We are also making use of sound absorption barriers around the external perimeter of the licensable area. These are Class A rated barriers that have an aw of 0.9. The absorption values range between 0 and 1, with zero being lower absorption and 1 being highest. They also have an NRC (Noise Reduction Coefficient) rating of 0.95, which means that 95% of sound in the space is absorbed, while the other 5% is

reflected. This will dramatically help reduce the noise emittance coming from the main arena.

The noise assessment and management plan, undertaken to ensure compliance with the above conditions, will be shared with the local authority by the end of July as agreed with SAG.

A noise propagation test will be undertaken before the start of the event to ascertain the maximum noise levels at the mixing position of the stage that can be achieved whilst remaining compliant with the conditions at the nearest residential premises.

Hawk Event Production, who are taking care of the sound systems and stage production, will have a noise management engineer to be responsible for the regular monitoring and control of noise levels during the event.

Records of monitoring and any action taken to will be maintained and made available to the local authority for inspection during the event. Records will be submitted to the local authority following the event.

2.17 Build and Break Procedures

The physical build and break of the site will be carried out by some of Evrywhre's dedicated crew plus some specialist contractors for services such as staging, technical production, provision of power, marquees and provision of toilets.

All contractors will be thoroughly vetted and their documentation assessed and kept on file in this document.

All crew working directly for Evrywhre will again be fully vetted by the Event Director and each day, the crew will be fully briefed on the day's tasks. There will be no lone working and every one will be in contact via radios.

Every personnel to work for Evrywhre, directly or indirectly, will be subjected to a thorough Site Induction on arrival until the first public access day.

A first aid trained manager will be on site at all times coordinating the build and take down with the wider management team. A first aid risk assessment will be provided for this by the first aid trained manager prior to the build commencing.

We will also be making the main house available for toilet and sanitary provisions. All working staff will be catered for by Evrywhre from the main house as well.

Perimeter fencing will already be in place when the build starts to keep the site secure during the entirety of the build and during take down.

3 Emergency Procedures

3.1 Event Site Status

At all times the event site will be given a status by the sit manager who will be responsible for monitoring radio communications and escalating or de-escalating this.

Green - Operating as normal

The event site is operating under normal circumstances.

A green status incident may involve a refusal of entry due to being under 21 and just require the assistance of an on-site team member such as security.

Amber - Emergency Response

The event site is operating to resolve an actual or potential emergency situation.

Amber status incidents may involve emergency services being required to attend in addition to the assistance of on-site teams. The site manager will make the decision to seek their advice and/or assistance.

The site manager, or head of security will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved, the site status will be reverted back to green, however if it cannot be resolved, a decision will need to be made by the event organisers as to whether it requires the curtailment of the event.

Red - Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. The Site Manager will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the Site Manager. If the situation requires the curtailment of

the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the Site Manager.

3.2 Emergency Radio Codes

Pyramids of Giza: Bomb Threat
Great Wall of China: Crowd Control Problem
Petra: Fire
Christ the Redeemer: Medical Emergency
Colosseum: Structural Problem
Taj Mahal: Extreme Weather
Chichen Itza: Organiser Required At Scene
Machu Picchu: Electrical Storm

3.3 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles is through a secondary drive way to the house grounds. This entrance will be blocked by fencing to the public however is easily removed if it's use is required. A map of it's exact location will be made available to local authorities before the event commencement.

3.4 Temporary Showstop

A situation may need to be resolved by using a temporary show stop to assist with the response, this is not an order to evacuate.

A showstop can be ordered by the Site Manager, Head of Security or Event Director at any time. The performers will be required to leave the stage and all sound will be cut except for one microphone for use by the site manager who will make the announcement to the audience.

No more than is necessary will be let on to the crowd about the situation, keeping the details brief and then further details about whether or not the show will restart will be given as soon as possible.

3.5 Evacuation

Under an Amber site status, the Site Manager, or head of security in their absence, will be responsible for making the decision to conduct a partial or full evacuation of the site.

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures that will be set out in a

Crowd Management Plan. The Site Manager will assist by coordinating other event staff and resources as needed.

Calm statements can be read out over the site's PA system if required clearly stating where the incident is and which exits to use to evacuate to a place of safety.

3.5.1 PEEP for disabled people

Included in the crowd management plan provided by our SIA security provider will be provisions for a PEEP for disabled people. This will be relayed with all necessary staff members and included in the training that will be provided prior to the commencement of the festival.

3.6 Cancellation and Curtailment

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Curtailment (Event commenced)

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head Of Security will instigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, social media channels and the press.

3.7 Bomb Threats

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat, and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and Site Manager should jointly coordinate the search, briefing staff to question the items found around them;

Should the item be there?
Can it be accounted for?
Is it out of place?

If any suspicious items are identified then the head of security should initiate a cordon until the police arrive. Cordon distances should be as follows. Letter sized item; 100 meters. Suitcase sized item; 200 meters. Vehicle sized item; 400 meters.

3.8 Staff Training in Emergency Procedures

Time shall be set aside during the build period to fully train our stewards, security and other necessary staff members in our emergency procedures and how to respond to them. This will include practise runs of all the major alerts that could occur during the festival period.

The management team will be responsible for carrying this out and a log will be kept of this will all staff signing off that they understand the procedures entirely and are confident that they can perform them inline with our guidelines.

All emergency procedures will be clearly signposted in staff-only accessed areas and anyone wishing to have a copy of them on their person will be provided with one upon request.

4 The Licensing Objectives

4.1 Statement of Intentions

As organisers we intend to build on the success from last year's event and maximise the positive benefits we offer to music, culture and the community whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of local residents and communities.
- To work in partnership with Horsham District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

4.2 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event that haven't already been discussed, as the site is situated away from houses and towns.

4.2.1 Event Sound

The event will meet the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code by the end of July as agreed with SAG.

4.2.2 Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor stage finishes at 2am with a switch to a silent disco.

The silent disco gained us some compliments at last year's event as it showed the intent to respect the locals and have the event kept quiet after late hours.

For anyone choosing to leave the event mid weekend, posters will be displayed at the main exit asking attendees to leave quietly, stewards and the security team will amplify this message verbally as well.

4.2.3 Publicity

At last year's event, we found that publicising the event and communicating well with the locals worked very well to minimise any public nuisance. We will be taking the same approach this year and using the Landowner's 15 year strong relationship with many of the locals including all the nearest residential properties listed in **2.16.1**.

There is a very prominent Facebook group in the village of Rusper with many active users, typically the ones who'd be likely to make a public nuisance report, and we had great feedback publicising in this channel last year and will be using this channel again this year.

4.2.4 Lights

All effects lighting will be contained by the marquees and surrounding trees.

4.3 Prevention of Crime and Disorder

4.3.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed.

Locked amnesty bins previously mentioned will also be provided at the entrance to the campsite and the entrance to the arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

We are also a cashless festival with no ATM's aimed at reducing the amount of any drug dealing that can take place.

The festival's strict zero tolerance policy on drugs will be advertised on the festival's Instagram page with our guidelines post, last year's is still visible.

4.3.2 Violence

As our event is 21 and over, we have greatly minimised the amount of 'young' offenders of violence who maybe get carried away with the event. Any sort of violence it is not expected from our guest profile and is very much frowned upon in the ethos of the event.

Measures will still be in place to prevent and/or deal with any incidents effectively.

All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

4.3.3 Egress Dispersion

The SIA security team will carry out post event crowd dispersion. A dispersion plan will be available as part of a Crowd Management Plan to be produced.

4.4 Protection of Children from Harm

4.4.1 Age Restrictions

The event is strictly 21 and over so no persons under the age of 18 should be present on site.

If a child gains unlawful access to the event somehow, once they are identified without a wristband, the security team will be notified and they will be removed immediately and the police informed.

4.5 Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide, and are continually being developed as part of the consultation between with local authorities.

All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance necessary.

[REDACTED]

From: [REDACTED]
Sent: 23 May 2023 15:07
To: Middleton, Darran 40816
Cc: WS_Licensing_WOR; Licensing
Subject: Re SusPol: Evrywhre police representation

Hi Darren,

Thanks for your time this morning,

I can confirm that the sale and supply of alcohol will end at 00:00hrs on both the Friday and Saturday evenings.

I can also confirm we will comply with all of the remaining conditions set out in your representation dated 18/04/23, less condition 5 that has now been removed.

I'm really happy we've been able to resolve your representation on these bases and I look forward to working with you to make this festival a success.

Please let me know if you need anything else from me,

Kind Regards

Harry Slade

Founder
+44 7871 763346

there Evrywhre

Disclaimer: This email is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Evrywhre. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited

On 23 May 2023, at 13:41, Middleton, Darran 40816 [REDACTED] wrote:

Dear Mr Slade,

Thank you for meeting with myself and PC Richard Jeffrey at Horsham District Council this morning (23/05/2023).

Can you confirm that the sale, supply of alcohol will end at 00:00hrs (midnight) during the Friday evening and Saturday evening.

If so, condition 5 of our proposed conditions (The sale of alcohol will cease 30 minutes prior to the end of entertainment) can be removed.

Can you confirm that you agree to the remaining conditions as of our representation dated 18/04/2023. The revised conditions are as followed, less condition 5 which has been removed:

If you agree to the proposed conditions, Sussex Police can resolve this representation subject to the below conditions and the amended timings being attached to the premises licence.

1. A final ESMP (Event Safety Management Plan) including:
 - Specific numbers for SIA registered door staff and stewards, their timings and duties. The ESMP will clearly distinguish between SIA registered door staff and stewards.
 - A COVID risk assessment (in line with Government guidelines at the time),
 - Plans to manage and control patrons queuing outside the event,
 - Safeguarding policies in place for all genders, and vulnerable people.
 - Transport Management Plan.
 - Emergency Plan.
 - Bar Management Plan – to include numbers of staff and supervision levels, Location Plan.
 - If attendees are permitted to camp on site overnight between the event dates, how security and safety in relation to the camp site will be organised and monitored.

Will be presented to all the responsible authorities at least four weeks before the proposed event: Each SAG member will then make written representations to the licensing authority in response to the final ESMP within two weeks. The final decision to permit the event to proceed will be made by the licensing authority, having taken account of any representations by any of the named SAG group members on the licence.

2. The Premises Licence Holder must comply with the Final Event Management plan submitted to and approved by the Licensing Authority (in consultation with SAG members) and no changes will be made to it without prior written consent of the Licensing Authority. The ESMP will form part of the premises licence and the event will be run in accordance with the ESMP.
3. A copy of the final agreed ESMP will be kept at the control marquee or control room for the event and will be made immediately available to officers of any responsible authority and or members of the SAG upon request.
4. The DPS must be on site whilst alcohol is being sold. In the event that the DPS is unexpectedly unavailable a named person with written delegated authority from the DPS will be on site whilst alcohol is being sold.
5. **Removed.**
6. Alcohol will not be permitted to be brought onto the site by the public.
7. There will be a zero-tolerance policy of illegal drugs use at the event. Any confiscated items will be put into a locked box, the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.

Staff will be trained in the understanding of this policy, training records maintained for inspection if required by the police or an authorised officer.

8. All drinks will be dispensed into or decanted into plastic glasses or recyclable plastic cups. No glassware will be permitted in the public areas of the site.
9. Event capacity will be monitored constantly by the means of 'clickers' or similar scanning device and the numbers recorded with security control on an hourly basis.
10. Adequate rubbish bins provided and emptied regularly.
11. Adequate temporary toilet facilities to be provided for the event.
12. The Premises Licence Holder (PLH) shall provide a noise management plan, which will specify details of the steps the PLH will take to achieve the following conditions. The plan shall include the final layout of the site identifying potential noise sources and the noise monitoring positions. The plan shall include the complaint procedure and a designated contact number that will be used to take complaints during the event. This plan shall be agreed with the Council's Environmental Health Officer prior to the event commencing.
13. No firework displays will be permitted at the event without the prior consent of the Licensing Authority
14. With regard to the exposure of employees and audience to noise, the requirements of the Guide to Health and Safety and Welfare at Pop Concerts and similar events must be complied with.
15. The entrance to the bar within the site will have a barrier, with the entrance controlled by an SIA registered door supervisor to maintain controlled numbers of persons at the bar. This is to prevent an overwhelming number of persons at the bar, reducing any stress to bar staff.
16. All staff employed in the sale of alcohol will be fully trained regarding age-restricted sales and sales to persons who are drunk. All sales training undertaken by staff members shall be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from a Responsible Authority.
17. A personal licence holder shall be employed to supervise each individual bar and that person or persons (if there are more than one bar) will be named in the ESMP.
18. The bar supervisor or supervisors will not dual role and will not do other jobs as well, such as serving behind the bar.
19. All staff must be made aware of proxy sales and be vigilant to adults purchasing and providing alcohol to persons who appear intoxicated.

Regards,

Darran Middleton
Darran Middleton
Police Licensing Officer

Direct Dial: [REDACTED]

Licensing office: [REDACTED]

Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,
Worthing, West Sussex, BN13 2PQ

You can report crime and incidents online at

<https://www.sussex.police.uk/report-online>

We want to know your views - see what's new and give us your feedback and suggestions at www.sussex.police.uk
If you have received this message in error, please contact the sender as soon as possible - you may not copy it, or make use of any information contained in it for any purpose, or disclose its contents to any other person. Messages sent and received by Sussex Police are not private and may be the subject of monitoring.

Hi Susan, Chris,

Don't worry about giving me a call back and do enjoy your time off, Susan!

I'm pleased to confirm that we are happy to comply with all of the requirements and statements you have made in your previous email.

Please let me know if you need anything else,

Cheers!

Harry Slade

Founder


The logo for Evrywhre, featuring the word "there" in a small, lowercase, teal font to the left of the word "Evrywhre" in a large, bold, dark grey font.

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On 2 Jun 2023, at 10:52, Harry  wrote:

Hi Susan,

Thanks for your email,

Are you able to give me a call to discuss?

Kind Regards

Harry Slade

Founder


<E-mail Signature Evrywhre.png>

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On 1 Jun 2023, at 12:59,  wrote:

Hi Harry,

Further to the SAG meeting and the potential Licensing hearing, please can you confirm that you are happy to have the following conditions added your licence under the heading 'to prevent a public nuisance':

Conditions:

1. Noise Management Plan to be submitted at least 1 month prior to event and to be at the satisfaction of EHO.
2. Complaint phone number to be advertised and passed to all relevant bodies. Phone line to be manned at all times. If complaints received then steps must be taken to address the complaints.
3. Music to stop at 24:00 hrs Friday and Saturday nights. A silent disco can follow but have regard to type of songs so as not encourage whole audience participation.
4. Noise levels set in code of practice to be used to as a guide only due to expected low background levels. ie: a maximum of 65dB(A) 15min leq, 1m from the façade of any noise sensitive premises, until 23:00 hrs. From 23:00hrs – 09:00hrs music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation. This can equate to music noise just audible outside noise sensitive premises.
5. Unreasonable disturbance may occur from low frequency noise. Methods to address low frequency noise to be incorporated in Noise Management Plan. A level of 70dB in either of the 63Hz or 125Hz octave frequency band is usually satisfactory.
6. Monitoring at perimeter of venue to be undertaken throughout event and outside noise sensitive premises where noise from music should be barely audible.

Thank you.

Kind regards,

SusanLee

Environmental Health Officer

Telephone: [REDACTED]

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: Harry [REDACTED]

Sent: 23 May 2023 12:41

To: Susan [REDACTED]

Subject: Re: Event Management Plan

Hi Susan,

Thanks for your reply,

The manufacturers specs I provided last time show that all frequencies are absorbed, I've pasted it again below for your reference.

Sound Absorption Rating	Class A
Material	Heavy-Duty PVC back, sound absorbing core of recycled polyester, sound trapping glass cloth face
Tested to	BS EN ISO 354: 2003
Rated according to	EN ISO 11654: 1997

Sound absorption barriers act by blocking the maximum noise at all frequencies and absorbing sound energy, not just reflecting it in different directions, this is what makes this product different from some other acoustic barriers.

When sound energy is absorbed, the sound pressure (reverberation) around the barrier reduces dramatically. Absorbing the sound energy muffles the noise.

These Sound Absorption barriers have been laboratory tested and rated as Class A Sound Absorbers, which is the highest class for this kind of product.

Acoustic materials are classed from A to E. A rated have the highest rates of absorption performance.

These barriers have an aw of 0.9. The absorption values range between 0 and 1, with zero being lower absorption and 1 being highest.

They have an NRC (Noise Reduction Coefficient) rating of 0.95, which means that 95% of sound in the space is absorbed, while the other 5% is reflected.

These products have a heavy-duty PVC backing with a sound-absorbing core made from water-resistant high density recycled polyester, and a glass cloth face which is designed to trap as much sound as is possible. They are also fire resistant.

Cheers!

Harry Slade

Founder

[REDACTED]

Insta - [@evrywhrefestival](#)

<image005.png>

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On 23 May 2023, at 12:36, Susan [REDACTED] wrote:

Hi Harry,

You state that 'the sound barriers will make a huge difference'. We are not so sure.

Can you supply the Manufacturer's specification including the acoustic spectral/frequency band performance of the barrier.

Kind regards,

SusanLee

Environmental Health Officer

Telephone: [REDACTED]

Email: [REDACTED]

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: Harry <[REDACTED]>

Sent: 23 May 2023 12:25

To: Susan.Lee <[REDACTED]>

Subject: Re: Event Management Plan

Hi Susan,
Lovely to meet you today,
As discussed, we are happy to change our stance on when the amplified music finishes to 12 midnight instead of 2am. We will then be using a silent disco to carry the entertainment on. We are also happy to instruct the production team on monitoring the sound levels at the nearest residential property to reduce the chance of public nuisance, the sound barriers will make a huge difference, as I've said we are using the same sound system last year that garnered no complaints whatsoever and we weren't even using the barriers!
I'm also happy to say that after the meeting today, Sussex Police have withdrawn any representation due to the factors above, we hope you are able to do the same so we can run the next meeting a bit smoother!
Do let me know if you have any other questions,
Kind Regards,

Harry Slade

Founder



Insta - [@evrywhrefestival](#)

<image005.png>

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On 22 May 2023, at 15:04, Harry  > wrote:

Hi Susan,
Of course, please see details below, let me know if you need anything else.
Kind Regards,

Sound Absorption Rating	Class A
Material	Heavy-Duty PVC back, sound absorbing core of recycled polyester, sound trapping glass cloth face
Tested to	BS EN ISO 354: 2003
Rated according to	EN ISO 11654: 1997

Sound absorption barriers act by blocking the maximum noise at all frequencies and absorbing sound energy, not just reflecting it in different directions, this is what makes this product different from some other acoustic barriers.

When sound energy is absorbed, the sound pressure (reverberation) around the barrier reduces dramatically. Absorbing the sound energy muffles the noise.

These Sound Absorption barriers have been laboratory tested and rated as Class A Sound Absorbers, which is the highest class for this kind of product.

Acoustic materials are classed from A to E. A rated have the highest rates of absorption performance.

These barriers have an aw of 0.9. The absorption values range between 0 and 1, with zero being lower absorption and 1 being highest.

They have an NRC (Noise Reduction Coefficient) rating of 0.95, which means that 95% of sound in the space is absorbed, while the other 5% is reflected.

These products have a heavy-duty PVC backing with a sound-absorbing core made from water-resistant high density recycled polyester, and a glass cloth face which is designed to trap as much sound as is possible. They are also fire resistant.

Harry Slade

Founder

[REDACTED]

<E-mail Signature Evrywhre.png>

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On 22 May 2023, at 14:51, Susan [REDACTED] wrote:

Hi Harry,

Thank you for your considered response.

One question: can you send me furthers detail with regard to the 'sound dampening sleeves' you mention.

Many thanks,

SusanLee

Environmental Health Officer

Telephone: [REDACTED]

Email: [REDACTED]

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: Harry [REDACTED]

Sent: 17 May 2023 15:34

To: Susan [REDACTED]

Cc: Chris [REDACTED] Shaun [REDACTED]

Subject: Re: Event Management Plan

Hi Susan,

Thanks for your email,

1. This won't be a problem, we will make sure this is adhered to with our suppliers.
2. Unlimited free potable drinking water will be available at all times for everyone at the festival site.
3. We will make sure to have all relevant documentation of the food concessions with you well in advance of the festival.
4. No issue with this, a comprehensive plan will be supplied hopefully earlier than this, but definitely no later then
 - a. We will make sure this is advertised to everyone necessary and multiple people will be manning it at all times

- b. We are indeed asking for a later time range so we can offer the festival experience to our attendees and we are taking the below measures in reply to your statements to make sure we are still in keeping with the purpose of the COP.
- c. The licensable area of the festival that amplified music will be played from has almost no immediate residential properties and the direction of the music will be played facing away from the nearest property and the village itself. For this reason we believe we will avoid a noise disturbance, especially with advance notice of the festival that will be advertised.
- d. We have recently secured sound dampening sleeves for all of the perimeter fencing that will be using around not only the licensable area, but also the rest of the festival site. This will considerably lower the risk of impact on the local residents and anyone living further afield.
- e. We have been in conversations with Sussex Police about the proposed finishing time of music at 02:00hrs, we would like to have music until this hour so we can satisfy our attendees of the festival experience they're expecting. If we are to stop music at 00:00hrs, there is a high risk people will want to look for more to do and as the pubs and bars will still be open in the local area, as well as Horsham, we do not want people to opt to leave the festival as we cannot control what they do after they leave the festival site. In a point above I also mentioned that with advance notice of the festival to the village, people won't be inclined to make a noise complaint as they will be aware of what's going on and also the detailed plans of it, that we will be strictly adhering to. We have also agreed with Sussex Police that alcohol sales should finish earlier than the proposed 02:00hrs for the amplified music and we are planning on finishing them at 00:00hrs. This means people won't be drinking right till the end, risking noise levels possibly staying high after the amplified music finishes and with people less energised and a slightly later finishing time than your suggestion, are much more likely to get into their campsites to go to sleep.

I would also like to state that at last year's festival, we had exactly the same sound system that we are planning on using this year as well as less measures that we are now implementing this year, for example the sound barriers, and we still managed to attract 0 complaints from anyone.

It was actually the positive talk in the village after last year's festival that made us want to do it again this year. We've also had 36 positive comments made to Tony Hogben, the head of the Rusper Parish Council, once he advertised the application. He did not ask for these comments, these people came forward voluntarily and since, each time I am in the local village pubs or cafe's, many more people have offered their support to the festival.

I hope I have satisfied the points you have raised and I welcome any more questions you may have before the hearing, please feel free to reach me on my mobile below as well if you'd prefer a chat over it!

Kind Regards

Harry Slade

Founder



<image004.png>

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On 16 May 2023, at 14:43, Susan  wrote:
Hello Harry,

Evrywhre 2023

Ashfolds, Horsham Road, Rusper, RH12 4QX

Date: 1st-3rd September 2023

In response to the Event Management Plan (EMP) submitted for the above event I would like to raise the following points:

1. Hand washing facilities are required for each toilet unit to enable effective hand washing. The sole use of hand sanitiser is not acceptable.
 2. There should be suitable and sufficient supplies of free potable drinking water available at all times for the attendees and campers.
 3. Details of the food concessions and relevant documentation to be received 2 weeks prior to the event.
 4. Noise Management Plan to be received 28 days prior to the event.
- a. Please include a complaint phone number, to be advertised to all local residents and Local Authority prior to the event, that will be manned for the duration of the event.
 - b. The standard use of the 1995 Noise Council Code Of Practice on Environmental Noise Control at Concerts is being made although the normal time range is until 23:00 not 23:59 as has been proposed.
 - c. Also this COP does not take into account background noise, which in a rural area such as this is unlikely to be above 30dB(A), particularly in the evening and late at night. Therefore I consider that a noise level of 65 dB(A) 1m from the facade of the nearest residential property until 23:59 is likely to give rise to a noise disturbance, contrary to the licensing objective 'to prevent a public nuisance'.
 - d. No mention has been made of how low frequency noise will be reduced to prevent an impact on local residents and those living further afield.
 - e. I have concerns that you propose to continue with music until 02:00hrs for 2 nights and the strong likelihood that this will give rise to complaints and cause a public nuisance. I will therefore recommend that live or recorded music be stopped at 00:00hrs and all subsequent music subject to a silent disco. The above are concerns that I intend to raise at the licensing committee hearing scheduled for Tuesday next week.

If you are able to offer responses to any or all of the items above, please do so as soon as possible.
Kind regards,

SusanLee

Environmental Health Officer

Telephone: [REDACTED]
[REDACTED]

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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[REDACTED]

From: Lucy Forbes-Reeve [REDACTED]
Sent: 21 April 2023 09:41
To: Chris.Boyle
Subject: WSF&R RE: Premises Licence Application PREM/2192/23

LICENSING ACT 2003

Address: Ashfolds, Horsham Road, Rusper, HORSHAM, RH12 4QX

The Fire Authority have no objection regarding Fire Safety to the application for a Licence in respect of the above premises.

Current fire legislation requires an employer or other responsible person to carry out, record and regularly review their fire risk assessment. As a result of identified changes to the workplace, fire safety arrangements should be revised to reduce any increased risk.

Where patio heaters are present (both gas and electric), details of how their use will be managed must be reflected in the fire risk assessment. Consideration should also be given to the proximity of any hand-sanitising gel or other combustible material in relation to a source of prolonged heat impingement .

Should you require any further advice or assistance please do not hesitate to contact the Protection Team at the above address.

Kind regards,

Lucy



Lucy Forbes-Reeve

Inspecting Officer
West Sussex Fire & Rescue Service

Phone [REDACTED] Mobile [REDACTED]

Web www.westsussex.gov.uk/fire

Email firesafety@westsussex.gov.uk

Fire Safety Eastern Group, Horsham Fire Station, Hurst Road,
Horsham, West Sussex, RH12 2DN

From: Chris.Boyle [REDACTED]
Sent: 06 April 2023 13:01
To: WS_Licensing_WOR@sussex.pnn.police.uk; Fire Safety <firesafety@westsussex.gov.uk>; Planning <planning@horsham.gov.uk>; Trading Standards <trading.standards@westsussex.gov.uk>; Social Care <socialcare@westsussex.gov.uk>; 'alcohol@homeoffice.gsi.gov.uk' <alcohol@homeoffice.gsi.gov.uk>; Public Health Licensing <PublicHealth.Licensing@westsussex.gov.uk>
Cc: [REDACTED]
Subject: Premises Licence Application PREM/2192/23

****EXTERNAL****

Dear All

Premises Licence Application PREM/2192/23

Horsham District Council today, 06 April 2023 validated an application from Knight Training on behalf of Harry W. A. Slade seeking a new premises licence located at Ashfolds, Horsham Road, Rusper, HORSHAM, RH12 4QX to allow the following licensable activity :

Sale of Alcohol by Retail (On Sales) Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Late Night Refreshments Friday: 23:00 – 00:00, Saturday: 00:00 – 02:00 and 23:00 – 00:00, Sunday: 00:00 – 02:00

Live Music and Recorded Music Friday: 16:00 – 00:00, Saturday: 00:00 – 02:00 and 12:00 – 00:00, Sunday: 00:00 – 02:00

Premises open to the public: Friday 16:00 – Closes Sunday 12:00

The council is expected to make a decision within eight weeks of receipt of the application. It will take into account any comments received from interested parties in writing, either for or against the application. If you wish to comment, you should do so in writing, quoting the reference number above, to the Licensing Department at the above address by midnight on 04 May 2023.

Regards

Chris

Chris Boyle

Licensing Officer

Telephone: | Mobile: [REDACTED]



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

Chris Boyle

Licensing Officer

Telephone [REDACTED]



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Samantha.Ritchie

From:
Sent: 07 April 2023 01:12
To: Licensing
Subject: Rusper 3 day festival September

It is with great concern I have learnt about this festival on private land at Ashfolds, scheduled for the first weekend in September.

As an almost immediate neighbour it infringes on our rights to peace and privacy living in a rural community. This is a quiet rural, residential area and people choose to live here for that reason. It is completely unreasonable of a private individual to host a large commercial event comprising of a 3 day festival on private land with loud music running until 2am in the morning. Attracting 100s of people into this private setting with capacity for 250 parking spaces and camping over 3 days is outrageous and completely violates the living conditions for neighbours in the surrounding area. Such an event will lead to excessive noise pollution throughout 3 days going into the early hours of the morning. The mass of people increases the chance of over crowding and anti social behaviour in our rural setting with increased traffic on small country roads. From a security perspective there will be 100s of people consuming alcohol within yards of our property which makes us feel very uncomfortable and vulnerable. If this was to go ahead we would expect a police presence to ensure the security of ourselves and our neighbours.

Please take note of our objection to such an event.

Yours sincerely

Sent from my iPhone

Samantha.Ritchie

Subject:

FW: Objection re license application Ashfolds, Horsham Road, Rusper RH12 4QX

From:

Sent: 08 April 2023 19:22

To: Licensing <Licensing@horsham.gov.uk>

Subject: Objection re license application Ashfolds, Horsham Road, Rusper RH12 4QX

Good morning

We have just seen sight of an application for a premises licence at the above address. A music event is proposed over a 3 day event at the beginning of September. 2023. This has been highlighted to us by Tony Hogben. We wish to object to such an event being allowed to sell alcohol for such long hours.

We are a close neighbour to the property and it appears that we are to accept that there will be 3 days of loud music to disturb us, family and animals as well as immediate neighbours and of course your new residents in the Legal & General North Horsham Development. There are many fields of sheep and cattle in the immediate vicinity as well as horses that can get spooked by loud sounds.

Are we also to accept people staggering down Hurst Hill and being sick in our driveway (as happened last year). Rusper Road leading to Horsham Road has over the 26 years that we have been here has become a very fast road for driving and there has been many accidents. Therefore when you consider this licence application and its viability please consider drunk music goers spilling out onto the road.

There is no public transport to this venue, so everyone must travel in a vehicle.

There are plenty of music venues set up for such music events without creating a further one in a peaceful rural area.

Regards

West Sussex

Samantha.Ritchie

From:
Sent: 08 April 2023 20:05
To: Licensing
Subject: Comments on licensing application

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening

I have recently become aware of a licensing application for a three day music festival in Rusper and want to put my comments on board as a local resident.

- Have security and marshalling levels been confirmed to ensure that drugs and anti social behaviour are not an issue during the festival?
- Will parking for festival goers be free to prevent them trying to park on local residential roads that are already overflowing such as gardeners green?
- The licensing says until 2am for drinks, is the music also expected to go on until then as if so, the noise disruption will be high due to the rural location and flat land with open fields from the main festival arena to the nearest housing.
- Decibel levels - do they have a limit? We have a 9-month old to think about and care for - one night of poor sleep is fine, but three is excessive.
- 250 vehicles entering and exiting onto rusper road which is a huge amount of additional traffic with poor visibility to pull out into the road. Also 250 vehicles could mean more than 500 attendees based on each car containing two people - thats a lot of people who will no doubt make mess and noise!

I have nothing against the idea of a music festival but feel that these things need to be taken into account first before a license is granted.

Kind regards

Sent from [Outlook for iOS](#)

Samantha.Ritchie

From:
Sent: 08 April 2023 09:59
To: Licensing
Subject: Rusper Music Festival, September

I would like to raise objections to this festival in September.

1. The access to this area is limited, small country roads.

A - Leading up from the A264, which also is badly maintained

B - From Newigate area thru the village of Rusper, already congested by local car parking on the roads due to lack of parking.

C - From Faygate, narrow lane unsuitable for any additional traffic.

All of the above have Walkers, Cyclist, and Horse using them daily

2. It will create congestion on the local roads and not allowing the local community to go about their daily business.

3. It will no doubt attract many different types to the area who do not have respect for the country side, heavy drinkers and drugs.

4. The policing of such an event in this area will be costly due to its position. The selling of alcohol, there will be many drivers on the local roads over the limit for driving, this in itself is a very serious situation.

5. The level at which the music will, no doubt, be played will cause a great deal of disturbance to the local community, especially as there are many children who will be trying to sleep at night.

6. It will no doubt cause a litter problem which the local community will have to deal with.

Regards

Samantha.Ritchie

From:
Sent: 10 April 2023 11:43
To: Licensing
Subject:

Follow Up Flag: Follow up
Flag Status: Flagged

Apparently there will be an application for a Music Festival at Ashfolds in Rusper...

...similar to the EVERYWHERE festival they had last year, which was a noise disturbance, but the noise finished at midnight, to be succeeded by a silent disco until 2am.

I can see no justification for continuing music beyond midnight....no indeed could they last year, which is why they had a silent disco.

Last Sunday, I helped with the village litter collection, and removed three heavy bags of rubbish from Horsham Road, BETWEEN ASHFOLDS AND THE NUNNERY
I saw no sign of Ashfolds being involved. IF this license is granted, it should be conditional on their street cleaning afterwards.

An alcohol license is required because alcohol can cause anti-social behaviour
Drug use at such festivals is a bigger problem
What arrangements (police, sniffer dogs etc) will the organisers arrange to prevent such illegalities?

Basically I am totally opposed to the application, but if granted, the approval should be amended as above

Sent from Mail for Windows

Samantha.Ritchie

From:
Sent: 18 April 2023 15:53
To: Chris.Boyle
Subject:

Chris,

Having read the response and original article again I have the following questions:-

1. There is a potential for upwards of over 700 attendees, or more (2 x 250 parking places plus other via train from Horsham), is it considered 16 security staff will be sufficient together with the 35 stewards?
2. No cars to leave once it is dark, how is this being set , is it a set period of time after time after sunset?
3. Checking of Ids, these of cause will be photo Ids which also display DoB. Those arriving via train, via Horsham, will they be checked before being allowed on further transport to the festival?
4. They say they have no immediate neighbours, What do they consider immediate, 100, 200, 500 yards or more?
5. Speakers will be set not facing Ruser village. Meaning southerly towards Horsham.
6. How do they think this will reduce the traffic in he local area, there is parking availability for 500 cars on site, they are just hoping people will travel via train and not car.

"As you know, the festival is planned for Friday and Saturday night with managed crowd egress beginning on the Sunday. As there is no public transport to the event site, we have arranged for a minibus shuttle service to bring people from Horsham station to the festival site on both the Friday and Saturday. We then have a shuttle service running on the Sunday to take people back to Horsham station as well, having this service will dramatically reduce the amount of traffic on the road and it will also mean we can stagger the arrivals making it easier to manage the traffic load nearer the site at all times."

Regards

On Mon, Apr 17, 2023 at 4:57 PM

Chris,

Thank you for the response,

They appear to have addressed all areas raised.

Hopefully; everything will be as they say, only time will tell.

Regards

On Mon, Apr 17, 2023 at 4:26 PM Chris.Boyle <Chris.Boyle@horsham.gov.uk> wrote:

Dear

Following on from your representation relating to the proposed festival in Ruser I forwarded a redacted copy of your comments to the agent dealing with the application and they have asked that I forward this reply to you

Good Morning,

Firstly, thanks for your time in raising your objections, we hope that in this response we are able to address all the concerns you have listed.

We want to assure you that this has been a meticulously planned event with no expense spared on making sure the correct infrastructure, security presence and crowd management systems have been put in place. We completely understand we are in a rural setting and that the need for this event to have as little impact on the local area is paramount.

As you know, the festival is planned for Friday and Saturday night with managed crowd egress beginning on the Sunday. As there is no public transport to the event site, we have arranged for a minibus shuttle service to bring people from Horsham station to the festival site on both the Friday and Saturday. We then have a shuttle service running on the Sunday to take people back to Horsham station as well, having this service will dramatically reduce the amount of traffic on the road and it will also mean we can stagger the arrivals making it easier to manage the traffic load nearer the site at all times. You will see on the site map that there is a separate entrance and exit to the site with a large 'drop off' area as well. This will allow us to contain the cars coming in and out with ease, keeping them off the road for as much time as practicably possible. The car park will be closed at night and no cars will be allowed to leave the site after dark, this is to remove the risk of any drink drives leaving the festival as well as making the roads safer for locals driving in the dark as we will be adding no extra traffic whatsoever.

Managing all of this will be our security team in conjunction with our own steward team and they will be working round the clock to make sure the event is run smoothly. We, of course, also welcome any police presence and are in communication with all the responsible authorities to see where they can and would like to help. The security team have been hired externally and will comprise of 16 SIA approved team members on shift at all major hours of the festival all of whom have had vast experience controlling festivals that are much larger than ours, so we know we and the local area are in safe hands.

The event is strictly age restricted to 21 and over and all ID's will be checked at the main entrance. We are doing this so we can raise the maturity profile of the festival and ensure we haven't got younger people using our festival as their first time to test their limits with alcohol so we can avoid unwanted situations on site and locally. It will also create a friendlier, warmer atmosphere for the festival reducing the risk of any violence and anti-social behaviour and make it a festival that locals of any age (21 and up) can enjoy themselves. We also have a strict zero drugs policy and everyone and their bags will be searched upon entry. We also have a no glass policy for the safety of all of our attendees. The festival is cashless with no ATM's present on site and this is to reduce the risk of any drug dealing during the 2 days. Our security members and stewards will also be on high alert to stop and report any drug abuse that they see. Anyone caught will be removed from the event calmly with immediate effect.

I've spoken about what attendees aren't allowed to bring in but we are also controlling what they can leave with. At both the main entrance and exit, we will not be allowing any kind of litter to be carried out on someone's person. We do not want the local area to have to deal with any littering whatsoever and further to this, our stewards we will be doing a full sweep of the local area on the Sunday after everyone has left to make sure we have succeeded in this. Inside the festival, we are using a council provided refuse and recycling service so we can be sure this is well managed - we've also adopted a zero single-use plastic policy and our traders also have to comply with this as well.

The noise pollution of the event we completely understand is a big factor for the locals and we have taken serious precautions to make sure that the event is the least disturbing it can be to anyone not in attendance. Our production team has been hired externally and have extensive knowledge in the industry producing noise management plans for much larger festivals. The team will make sure at all times that we are in compliance with the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will also be produced to ensure compliance with the guidance of the code prior to the event and this will be relayed with all the responsible authorities to make sure it's met the requirements. In addition to this, we have also made sure to face the speakers away from the main village significantly reducing any residential impact the event has. Our site is also lucky enough to have almost no immediate neighbours the other side.

I hope that these planning factors of the festival are enough to address all of the concerns you have raised. I also wanted to highlight that although you have raised concerns to the locals and the local area, we are really hoping we can bring a few benefits as well as, having been residents of this lovely village for a very long time, we really want to use this festival as a chance to give back. I have already been reaching out for any local mobile caterers to take up a couple of spots at the festival as well as a local bakery and also a few independent businesses such as a lovely lady in the village who does glitter face painting - I'm sure there will be many more opportunities to get the community involved as we get closer to the date. On top of this, we also have 35 steward positions that will be offered to the area, these are paid jobs that offer training and could be a stepping stone for people to get into the industry that they otherwise might not have with some of the bigger festivals.

If anyone has any further questions, please do let me know and I'd be more than happy to have a chat with you, I'd enjoy it in fact! We've got a lot of people supporting the festival locally and I'd love to have you on board as well.

Hope to see you all in September!

Cheers,

Harry

Can you please let me know your reply

Regards

Chris

Chris Boyle

Licensing Officer

Telephone: 01403 215578 | 07557 319692

Email: Chris.Boyle@horsham.gov.uk



**Horsham
District
Council**

From:

Sent: 08 April 2023 09:59

To: Licensing <Licensing@horsham.gov.uk>

Subject: Rusper Music Festival, September

I would like to raise objections to this festival in September.

1. The access to this area is limited, small country roads.

A - Leading up from the A264, which also is badly maintained

B - From Newigate area thru the village of Rusper, already congested by local car parking on the roads due to lack of parking.

C - From Faygate, narrow lane unsuitable for any additional traffic.

All of the above have Walkers, Cyclist, and Horse using them daily

2. It will create congestion on the local roads and not allowing the local community to go about their daily business.

3. It will no doubt attract many different types to the area who do not have respect for the country side, heavy drinkers and drugs.

4. The policing of such an event in this area will be costly due to its position. The selling of alcohol, there will be many drivers on the local roads over the limit for driving, this in itself is a very serious situation.

5. The level at which the music will, no doubt, be played will cause a great deal of disturbance to the local community, especially as there are many children who will be trying to sleep at night.

6. It will no doubt cause a litter problem which the local community will have to deal with.

Samantha.Ritchie

From:
Sent: 18 April 2023 09:13
To: Chris.Boyle
Subject:

Dear Chris

I have no further comment. As they say they have considered all bases and more than likely you will be issuing them with their license. This will affect my home for the weekend but my small voice probably won't affect any decisions made. It is opening the floods gate to these events getting more traction as the years go on and affect the peace in which we enjoy. There are many music venues with the Sussex area but I wonder why these are not being chosen for this event, maybe is is a way to make money from fields.

Thanks

On Monday, 17 April 2023 at 16:24:23 BST, Chris.Boyle <chris.boyle@horsham.gov.uk> wrote:

Dear

Following on from your representation relating to the proposed festival in Rusper I forwarded a redacted copy of your comments to the agent dealing with the application and they have asked that I forward this reply to you

Good Morning,

Firstly, thanks for your time in raising your objections, we hope that in this response we are able to address all the concerns you have listed.

We want to assure you that this has been a meticulously planned event with no expense spared on making sure the correct infrastructure, security presence and crowd management systems have been put in place. We completely understand we are in a rural setting and that the need for this event to have as little impact on the local area is paramount.

As you know, the festival is planned for Friday and Saturday night with managed crowd egress beginning on the Sunday. As there is no public transport to the event site, we have arranged for a minibus shuttle service to bring people from Horsham station to the festival site on both the Friday and Saturday. We then have a shuttle service running on the Sunday to take people back to Horsham station as well, having this service will dramatically reduce the amount of traffic on the road and it will also mean we can stagger the arrivals making it easier to manage the traffic load nearer the site at all times. You will see on the site map that there is a separate entrance and exit to the site with a large 'drop off' area as well. This will allow us to contain the cars coming in and out with ease, keeping them off the road for as much time as practicably possible. The car park will be closed at night and no cars will be allowed to leave

the site after dark, this is to remove the risk of any drink drives leaving the festival as well as making the roads safer for locals driving in the dark as we will be adding no extra traffic whatsoever.

Managing all of this will be our security team in conjunction with our own steward team and they will be working round the clock to make sure the event is run smoothly. We, of course, also welcome any police presence and are in communication with all the responsible authorities to see where they can and would like to help. The security team have been hired externally and will comprise of 16 SIA approved team members on shift at all major hours of the festival all of whom have had vast experience controlling festivals that are much larger than ours, so we know we and the local area are in safe hands.

The event is strictly age restricted to 21 and over and all ID's will be checked at the main entrance. We are doing this so we can raise the maturity profile of the festival and ensure we haven't got younger people using our festival as their first time to test their limits with alcohol so we can avoid unwanted situations on site and locally. It will also create a friendlier, warmer atmosphere for the festival reducing the risk of any violence and anti-social behaviour and make it a festival that locals of any age (21 and up) can enjoy themselves. We also have a strict zero drugs policy and everyone and their bags will be searched upon entry. We also have a no glass policy for the safety of all of our attendees. The festival is cashless with no ATM's present on site and this is to reduce the risk of any drug dealing during the 2 days. Our security members and stewards will also be on high alert to stop and report any drug abuse that they see. Anyone caught will be removed from the event calmly with immediate effect.

I've spoken about what attendees aren't allowed to bring in but we are also controlling what they can leave with. At both the main entrance and exit, we will not be allowing any kind of litter to be carried out on someone's person. We do not want the local area to have to deal with any littering whatsoever and further to this, our stewards we will be doing a full sweep of the local area on the Sunday after everyone has left to make sure we have succeeded in this. Inside the festival, we are using a council provided refuse and recycling service so we can be sure this is well managed - we've also adopted a zero single-use plastic policy and our traders also have to comply with this as well.

The noise pollution of the event we completely understand is a big factor for the locals and we have taken serious precautions to make sure that the event is the least disturbing it can be to anyone not in attendance. Our production team has been hired externally and have extensive knowledge in the industry producing noise management plans for much larger festivals. The team will make sure at all times that we are in compliance with the guidelines of the Noise Council Code Of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will also be produced to ensure compliance with the guidance of the code prior to the event and this will be relayed with all the responsible authorities to make sure it's met the requirements. In addition to this, we have also made sure to face the speakers away from the main village significantly reducing any residential impact the event has. Our site is also lucky enough to have almost no immediate neighbours the other side.

I hope that these planning factors of the festival are enough to address all of the concerns you have raised. I also wanted to highlight that although you have raised concerns to the locals and the local area, we are really hoping we can bring a few benefits as well as, having been residents of this lovely village for a very long time, we really want to use this festival as a chance to give back. I have already been reaching out for any local mobile caterers to take up a couple of spots at the festival as well as a local bakery and also a few independent businesses such as a lovely lady in the village who does glitter face painting - I'm sure there will be many more opportunities to get the community involved as we get closer to the date. On top of this, we also have 35 steward positions that will be offered to the area, these are paid jobs that offer training and could be a stepping stone for people to get into the industry that they otherwise might not have with some of the bigger festivals.

If anyone has any further questions, please do let me know and I'd be more than happy to have a chat with you, I'd enjoy it in fact! We've got a lot of people supporting the festival locally and I'd love to have you on board as well.

Hope to see you all in September!

Cheers,

Harry

Can you please let me know your reply

Regards

Chris

Chris Boyle

Licensing Officer

Telephone: 01403 215578 | 07557 319692

Email: Chris.Boyle@horsham.gov.uk



**Horsham
District
Council**

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From: .

Sent: 08 April 2023 19:22

To: Licensing <Licensing@horsham.gov.uk>

Subject: Objection re license application Ashfolds, Horsham Road, Ruser RH12 4QX

Good morning

We have just seen sight of an application for a premises licence at the above address. A music event is proposed over a 3 day event at the beginning of September. 2023. This has been highlighted to us by Tony Hogben. We wish to object to such an event being allowed to sell alcohol for such long hours.

We are a close neighbour to the property and it appears that we are to accept that there will be 3 days of loud music to disturb us, family and animals as well as immediate neighbours and of course your new residents in the Legal & General North Horsham Development. There are many fields of sheep and cattle in the immediate vicinity as well as horses that can get spooked by loud sounds.

Are we also to accept people staggering down Hurst Hill and being sick in our driveway (as happened last year). Rusper Road leading to Horsham Road has over the 26 years that we have been here has become a very fast road for driving and there has been many accidents. Therefore when you consider this licence application and its viability please consider drunk music goers spilling out onto the road.

There is no public transport to this venue, so everyone must travel in a vehicle.

There are plenty of music venues set up for such music events without creating a further one in a peaceful rural area.

Regards

Disclaimer

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This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd.**

Samantha.Ritchie

From:
Sent: 19 April 2023 16:08
To: Chris.Boyle
Subject: Fwd: Proposed Music festival at Ashfolds

Follow Up Flag: Follow up
Flag Status: Flagged

Begin forwarded message:

From:
Subject: Proposed Music festival at Ashfolds
Date: 19 April 2023 at 12:29:18 BST
To: "clerk@rusper-pc.org.uk" <clerk@rusper-pc.org.uk>
Cc: Tony Hogben <Tony.Hogben@horsham.gov.uk>

Hello I am writing on behalf of troubled neighbours who have heard rumours of another planned 'festival' near the southern edge of our village.
Some residents are only 300 metres from this and will experience ;

- 1 Congestion on Rusper Road with surplus cars parking and damaged verges.
- 2 Loud music to 2am and beyond with powerful audio equipment .
- 3 Drunken behaviour involving police etc
- 4 Disturbance to many shift workers in area and of course wildlife.

It wouldn't be so bad if it was one night only, 3 seems excessive. And any benefit is limited to some extra food/alcohol sales from our village shop but even this is minimal as I understand food vans and alcohol sales will be onsite.

Hopefully this will be considered at your next meeting, many thanks

Samantha.Ritchie

From:
Sent: 20 April 2023 12:15
To: Rusper Clerk
Cc: Chris.Boyle; Licensing; Tony.Hogben
Subject: Ref; The proposed three day Music Festival Rusper, 1st,2nd,3rd Sept 2023.

Follow Up Flag: Follow up
Flag Status: Flagged

Sussex

19-04-23

Dear Sir or Madam,

Ref; The proposed three day Music Festival Rusper, 1st,2nd,3rd Sept 2023.

My Family and I live at the end of _____ from the proposed stage area in land adjoining Ashfolds.

In previous years, from the same area as this intended festival, we have been subjected to the constant noise pollution of the thump, thump, thump, up until 3 am requiring the police to be called, by several residents. This is extremely selfish and anti social behavior towards local residents.

It is not unreasonable to speculate the minimum of the following:

Congestion on Rusper/Horsham Road.

Extra parking on the grass verges and local streets.

Some will try to gain free, alternative access ie; via rural footpaths.

Drunken noisy behavior beyond 2 am.

Extra police and medical resources required.

Revelers won't just go back to tents and sleep at 2 am.

Powerful audio equipment is far worse than a house party- which would shut down by 24.00 hours.

School year starts early September- local children disturbed.

Shift workers and resident airline staff –disturbed.

Elderly residents who enjoy tranquility of village life, disrupted.

Disturbance of wildlife and protected animals eg; birds and bats.

Even aircraft night activity is limited.

There would be minimal benefit to local business – except possibly pubs and village shop – for the purchase of more alcohol!

The only benefit is to greedy organizers, food vans and on site alcohol outlets.

We most strongly object to this proposal, particularly to the late finish time of 2 am.

Yours sincerely,

Samantha.Ritchie

From: Chris.Boyle
Sent: 28 April 2023 15:49
To:
Subject:

Dear _____

Further to your email regarding the proposed event to be held in Rusper this is the response I have received to the points you raised

Good Afternoon,

Thank you for taking the time to reply to our response.

Hopefully the explanations and answers to each of your points below will address your final concerns:

- 1. Whilst there is indeed the potential for this many attendees, we have worked extremely closely with all the responsible authorities including the Sussex Police to ensure that this level of staffing both in security and in stewards will be more than enough, everyone is agreement that we have more than met the expected requirements.*
- 2. Once the sun has set and the light has completely disappeared, we are leaving 1 hour until the car park is shut, we estimate this will be around 9pm.*
- 3. Whilst all ID's are planned to be checked at the main entrance, we feel that we would add an onerous work to our shuttle bus reps, by checking ID's before they board transport to the festival as well. That said, we are more than happy to make this part of the operational plan.*
- 4. When referring to 'almost no immediate neighbours the other side', we are of course aware we have some residential houses within a reasonable vicinity of us, but very few compared to those facing towards Rusper Village, we just wanted to show understanding of the need and want to minimise our impact on the local area.*
- 5. I believe we cover why we are doing this in the point number 4, however, Horsham is a long way away in comparison and we do not believe that the noise will travel this far. The noise level will be similar to last year and that garnered no complaints from both Rusper or Horsham. The sound levels will be managed by the same professional production team as last year in compliance with the council's guidelines again.*
- 6. There is actually only parking availability for 250 cars rather than 500, however, the shuttle bus service will dramatically reduce the amount of traffic on the road if we weren't to put it on. This is because every one in attendance to the festival would be forced to travel by car, whether they are being dropped off by a friend or family, by taxi, or driving themselves from locally or afar. By providing the shuttle bus service, we are able to offer an option to everyone coming, outside of the allocated parking allowance or not, meaning far less cars on the road. We will be actively encouraging people to use the minibus service and are indeed hoping people travel via train and not car and will be using all our communication channels to try and make this happen, but we wouldn't be able to if the shuttle bus service wasn't on.*

I really do hope the final points above address the rest of your concerns and show that this event is not being put on by people who haven't considered every detail and impact of it upon the public services and also the people of the village. We've now got a lot of support for this event, with the Police and Fire services on board and plenty of the village - we really have gone to every length to make this as thoroughly well organised as possible and we want to host a great weekend for many of the people in the village who will be attending, the up and coming artists we're supporting by giving them a spotlight and also the local people who manage to get a job working with us in our tough industry who may otherwise not have the opportunity.

I really do welcome you to reach out for either a phone call or indeed a meeting face to face if you would still like to discuss anything, I'd have no problem in taking you through all our plans as much detail as you'd like.

I look forward to welcoming your response,

Kind Regards

Harry

Harry Slade
Founder
+44 7871 763346

Chris Boyle
Licensing Officer

Telephone: 01403 215578 | 07557 319692

Email: Chris.Boyle@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From:
Sent: 18 April 2023 15:53
To: Chris.Boyle <Chris.Boyle@horsham.gov.uk>
Subject:

Chris,

Having read the response and original article again I have the following questions:-

1. There is a potential for upwards of over 700 attendees, or more (2 x 250 parking places plus other via train from Horsham), is it considered 16 security staff will be sufficient together with the 35 stewards?
2. No cars to leave once it is dark, how is this being set , is it a set period of time after time after sunset?
3. Checking of Ids, these of cause will be photo Ids which also display DoB. Those arriving via train, via Horsham, will they be checked before being allowed on further transport to the festival?
4. They say they have no immediate neighbours, What do they consider immediate, 100, 200, 500 yards or more?
5. Speakers will be set not facing Rusper village. Meaning southerly towards Horsham.
6. How do they think this will reduce the traffic in he local area, there is parking availability for 500 cars on site, they are just hoping people will travel via train and not car.

"As you know, the festival is planned for Friday and Saturday night with managed crowd egress beginning on the Sunday. As there is no public transport to the event site, we have arranged for a minibus shuttle service to bring people from Horsham station to the festival site on both the Friday and Saturday. We then have a shuttle service running on the Sunday to take people back to Horsham station as well, having this service will dramatically reduce the amount of traffic on the road and it will also mean we can stagger the arrivals making it easier to manage the traffic load nearer the site at all times."

Regards

On Mon, Apr 17, 2023 at 4:57 PM

· wrote:

Chris,

Thank you for the response,

They appear to have addressed all areas raised.

Hopefully; everything will be as they say, only time will tell.

Regards

On Mon, Apr 17, 2023 at 4:26 PM Chris.Boyle <Chris.Boyle@horsham.gov.uk> wrote:

Dear

Following on from your representation relating to the proposed festival in Rusper I forwarded a redacted copy of your comments to the agent dealing with the application and they have asked that I forward this reply to you

Good Morning,

Firstly, thanks for your time in raising your objections, we hope that in this response we are able to address all the concerns you have listed.

We want to assure you that this has been a meticulously planned event with no expense spared on making sure the correct infrastructure, security presence and crowd management systems have been put in place. We completely understand we are in a rural setting and that the need for this event to have as little impact on the local area is paramount.

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Managing all of this will be our security team in conjunction with our own steward team and they will be working round the clock to make sure the event is run smoothly. We, of course, also welcome any police presence and are in communication with all the responsible authorities to see where they can and would like to help. The security team have been hired externally and will comprise of 16 SIA approved team members on shift at all major hours of the festival all of whom have had vast experience controlling festivals that are much larger than ours, so we know we and the local area are in safe hands.

The event is strictly age restricted to 21 and over and all ID's will be checked at the main entrance. We are doing this so we can raise the maturity profile of the festival and ensure we haven't got younger people using our festival as their first time to test their limits with alcohol so we can avoid unwanted situations on site and locally. It will also create a friendlier, warmer atmosphere for the festival reducing the risk of any violence and anti-social behaviour and make it a festival that locals of any age (21 and up) can enjoy themselves. We also have a strict zero drugs policy and everyone and their bags will be searched upon entry. We also have a no glass policy for the safety of all

of our attendees. The festival is cashless with no ATM's present on site and this is to reduce the risk of any drug dealing during the 2 days. Our security members and stewards will also be on high alert to stop and report any drug abuse that they see. Anyone caught will be removed from the event calmly with immediate effect.

I've spoken about what attendees aren't allowed to bring in but we are also controlling what they can leave with. At both the main entrance and exit, we will not be allowing any kind of litter to be carried out on someone's person. We do not want the local area to have to deal with any littering whatsoever and further to this, our stewards we will be doing a full sweep of the local area on the Sunday after everyone has left to make sure we have succeeded in this. Inside the festival, we are using a council provided refuse and recycling service so we can be sure this is well managed - we've also adopted a zero single-use plastic policy and our traders also have to comply with this as well.

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I hope that these planning factors of the festival are enough to address all of the concerns you have raised. I also wanted to highlight that although you have raised concerns to the locals and the local area, we are really hoping we can bring a few benefits as well as, having been residents of this lovely village for a very long time, we really want to use this festival as a chance to give back. I have already been reaching out for any local mobile caterers to take up a couple of spots at the festival as well as a local bakery and also a few independent businesses such as a lovely lady in the village who does glitter face painting - I'm sure there will be many more opportunities to get the community involved as we get closer to the date. On top of this, we also have 35 steward positions that will be offered to the area, these are paid jobs that offer training and could be a stepping stone for people to get into the industry that they otherwise might not have with some of the bigger festivals.

If anyone has any further questions, please do let me know and I'd be more than happy to have a chat with you, I'd enjoy it in fact! We've got a lot of people supporting the festival locally and I'd love to have you on board as well.

Hope to see you all in September!

Cheers,

Harry

Can you please let me know your reply

Regards

Chris

Chris Boyle

Licensing Officer

Telephone: 01403 215578 | 07557 319692

Email: Chris.Boyle@horsham.gov.uk



**Horsham
District
Council**

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

From:

Sent: 08 April 2023 09:59

To: Licensing <Licensing@horsham.gov.uk>

Subject: Rusper Music Festival, September

I would like to raise objections to this festival in September.

1. The access to this area is limited, small country roads.

A - Leading up from the A264, which also is badly maintained

B - From Newigate area thru the village of Rusper, already congested by local car parking on the roads due to lack of parking.

C - From Faygate, narrow lane unsuitable for any additional traffic.

All of the above have Walkers, Cyclist, and Horse using them daily

2. It will create congestion on the local roads and not allowing the local community to go about their daily business.

3. It will no doubt attract many different types to the area who do not have respect for the country side, heavy drinkers and drugs.

4. The policing of such an event in this area will be costly due to its position. The selling of alcohol, there will be many drivers on the local roads over the limit for driving, this in itself is a very serious situation.

5. The level at which the music will, no doubt, be played will cause a great deal of disturbance to the local community, especially as there are many children who will be trying to sleep at night.

6. It will no doubt cause a litter problem which the local community will have to deal with.

Regards

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--
Regards

From:
Sent: 02 May 2023 20:14
To: Licensing
Subject: FAO: Alcohol licensing officer

Dear Sir/ Madam,

Re: Application from Harry William Albert Slade

I am writing to raise concerns about the above application. The applicant is proposing 3 nights of antisocial noise in a quiet rural environment. This is the same property which hosted a loud event last year. Even though we live half a mile from the property the bass from the event was rattling our windows it was so loud. Once the event had turned into a "silent disco" at midnight there was still screaming heard across the fields into the early hours. This proposed event is 3 nights of disturbed sleep. It is 3 days and nights of children and animals distressed by the volume of noise which I do not feel is acceptable. This is not a charity or a community event. It is an event by a private individual with personal financial gain as the main objective. A individual who does not reside locally to here. Surely if this was such a great event it would be run in their own neighbourhood of Henton? Three nights of disturbed sleep is not acceptable- we work as doctors and to be treating patients after 72 hours of disturbed sleep is not safe.

The Sunday night is also the night before most children return to school including Bohunt which is very close to the venue. Is it acceptable for children living local to this event to be kept awake until the early hours prior to their first day back? For many children with school anxiety or SEN this could be catastrophic. The event is also going to be closing down on Monday morning. There will be huge amounts of traffic coinciding with the rush hour and school commute. There will be children walking or cycling to school past the event and all the debris and drug and alcohol paraphernalia that this will bring. This is not to mention the risks to road users of event goers who have had 3 days of no sleep and endless alcohol and possibly drugs then getting behind the wheel to exit the venue.

Please consider the above application very carefully as it will no doubt be the start of a decline for the local community. I have already raised concerns with Rusper Parish Council about possible drug dealers operating in the area. Keep rural communities safe and rural.

Kind regards,

An application has been received from
Slade for a new Premises Licence for
Road, Rusper, HORSHAM

The application proposes to apply for the
activities, on

Friday 1st, Saturday 2nd and Sunday 3rd

Sale of Alcohol by Retail (On Sales)

Friday: 16:00 – 00:00, Saturday: 00:00
00:00, Sunday: 00:00 – 02:00

Late Night Refreshments

Friday: 23:00 – 00:00, Saturday: 00:00
00:00, Sunday: 00:00 – 02:00

Live Music and Recorded Music

Friday: 16:00 – 00:00, Saturday: 00:00
00:00, Sunday: 00:00 – 02:00

Premises open to the public:

Friday 16:00 – Closes Sunday 12:00

The application is available for inspection on the
website, or by writing to Licensing Department,
Way, Horsham, RH12 1RL. Any further
contact the Alcohol Licensing Officer

Samantha.Ritchie

From: n>
Sent: 03 May 2023 11:55
To: Licensing
Subject: F.A.O Alcohol Licensing Officer
Attachments: Old Park Farm.pdf

West Sussex

F.A.O Alcohol Licensing Officer
Licensing Department
Parkside
Chart Way
Horsham
RH12 1RL,

Dear Sir,

Re: Licensing application, Harry William Albert Weeks, for the premise of Ashfolds, Horsham Road Rusper, RH12 4QX

I strongly object to the license being granted for the sale of Alcohol and the hosting of late-night events across three consecutive dates at this location.

There have already been three late-night alcohol/intoxication-related accidents and incidents on the Horsham Road within ½ a mile of where this event is proposed. The result has been considerable damage to three separate properties including ours. At our property, the car, at 3 am, was driven by an intoxicated driver at considerable speed. It missed the sharp bend, ploughed through our hedge, overturned, coming to a halt in our front garden. The driver climbed out and absconded. Amazingly no one was hurt but I believe this would not be the case in future and with this license being granted more accidents will be increasingly likely.

In my view, it proves the unsuitability of the un-lit windy county road for use to access this kind of event and considerably increases the risk of future incidents with alcohol readily available late at night in this location.

I am also concerned that the proposal is for three consecutive nights of anti-social noise in what is an unsuitable quiet rural environment. At the same address, an event was held last year which was loud and disruptive but as it was just one night over a weekend it was bearable.

Three nights of broken sleep excessive loud live and recorded music, increased late-night traffic and the associated invariable shouting and screaming that seemed to be an integral part of last year's event I believe is unacceptable.

Allowing the event to close on Monday will add to the already challenging volume of traffic through the village centre. Coinciding with rush hour where there are small children, parents,

commuters, cyclists, horse riders, Lorries and delivery drivers all trying to get through the existing single-lane bottleneck beside the village school and Star public house.

I believe this is already a safety issue and these events will only increase the risk of a serious injury and accidents occurring

The volume of traffic is already an ongoing issue, even on a weekend when the Rusper boat fair is in operation last summer this regularly resulted in total gridlock in the village.

I believe this already demonstrated the unsuitability of the village roads for the associated increase in the volume of traffic that will be the result of these events.

Please carefully consider the points and views I have shared above and think carefully about if a quiet rural village is really a suitable location for regularly holding this type of event.

Yours Faithfully

Samantha.Ritchie

From:
Sent: 03 May 2023 21:50
To: Licensing
Subject: Re: Application for license for Harry William Albert Slade for premises licence for Ashfolds, Horsham

Hi

I would urge that the above application be refused on a number of grounds:

Rusper is a tiny village in Horsham, and it already has 2 pubs that dominate the central village high street (Indeed, apart from the corner shop cum post office, these are only only commercial premises in the village).

The pubs are already struggling to make a profit and stay open, additional competition could render their business non viable, and to have either of these large public houses empty would negatively affect the appearance of the village

Villagers have no wish to introduce additional premises with alcohol licenses

Ashfolds is placed in an area dominated by family homes

Houses close to Ashfolds would be exposed to nuisance noise and possibly also anti-social behaviour by users of the premises

There would be live and recorded music playing until 2am, which would impact negatively on nearby houses

Children return to school after the summer holidays on 4th September, and disruption for the 3 nights and into the early hours of the morning for the previous 3 nights could negatively affect the children's education.

We would earnestly request that this license is refused as not appropriate for this residential area. While I support the idea in principle of premises celebrating live and recorded music, these need to be situated in areas where their activities will not negatively affect the local area.

Kind rgds

Samantha.Ritchie

From:
Sent: 03 May 2023 14:06
To: Licensing
Cc:
Subject: Sale of Alcohol Licensing Application - Att: Alcohol Licensing Officer

Dear Sir/Madam

My husband and I live near the festival venue scheduled for 1st – 3rd September at Ashfolds, Horsham Rd, Rusper RH12 4QX.

Although we are not opposed to a festival/live music/ sale of alcohol and refreshments in theory, we would like to register our opposition to the sale of alcohol/ playing of loud music etc from midnight to 2.00 am over these dates. In the interest of neighbourly harmony, we feel the disruption, traffic and noise up to midnight is bearable, but any later than this would cause too great a disturbance to local residents who are trying to sleep and have to work the next day.

Kind regards

T:

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Harwoods Ltd

Samantha.Ritchie

From:
Sent: 03 May 2023 10:45
To: Licensing
Subject: FA.O Alcohol Licensing Officer Re: Application from Harry William Albert Slade

Good morning

I would like to raise my concerns about the application by Harry William Albert Slade, who does not live in Rusper village and is obviously not worried about the disturbance this event would cause to local people, who choice to live in the country, for peace and quite and not to hear loud music well into the early hours

The address for this application, held a two day event last year, with no consideration to neighbours or livestock Along with this, during lockdown there was numerous all night parties held, again causing large amounts of noise

I question why someone who does not live in the village is applying for an alcohol license for someone else's address and worry about the traffic this will bring to the small country roads, which already has issues with speeding drivers and animals and wildlife being killed on it Not to mention the risk of people leaving the event still with alcohol and possibly drugs in their system, putting other drivers, cyclists and wildlife at even greater risk

This event is being run right next door to a busy public footpath, where lots of people walk there dogs Again another issue if drugs, bottles or food is thrown over the fence onto the public footpaths for animals to eat There has already been reports of class A drugs found in the car park at Rusper, and this event will only bring in more issues for what is meant to be a quiet, country village

There is the mention of a 'silent disco', after a certain time, but with lots of people present, like the parties they constantly throw, there is never silence, as there is constant screaming and singing out loud, causing us to be constantly disturbed and have no sleep, along with causing our dogs to bark due to the noise

This is not a charity event, but obviously a financial gain for the organiser or owner of the property

Please do take all my comments into consideration, and I hope you will not let this event go ahead Rusper is a small quiet village and this is how it should stay It does not need 250 cars on its small country lanes, and it does not need more sleepless nights caused by the noise that comes from this property on a regular basis (to which we have tolerated for over 4 years, and never complained)

Kind regards

Sent from my iPad

